

SUPERSEDES RECORDS RETENTION SCHEDULE C-624

PRINCE GEORGE'S COUNTY POLICE

RECORDS MANAGEMENT HANDBOOK

RECORDS RETENTION SCHEDULE

C-663

*Approved By *H. Col. Leo J. Rositer*
Chief, Bureau of Support Services
Prince George's County Police

8-7-90
Date

*Approved By *H. J. Blawie*
Chief, Administrative Services
Office of Central Services

8-14-90
Date

*Approved By *Edward J. Guy*
State Archivist
Hall of Records Commission

10/4/90
Date

Prepared By *M. J. Adams*
Police Records Manager
Prince George's County Police

8-7-90
Date

(* The above signatures constitute legal approval of the
Records Retention Schedule contained in this handbook.)

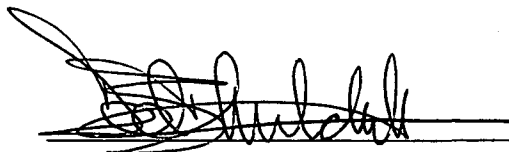
PRINCE GEORGE'S COUNTY POLICE DEPARTMENT

DEPARTMENTWIDE DIRECTIVE

RECORDS MANAGEMENT PROGRAM

"Records Creation, Maintenance, and Disposition"

1. Purpose of Directive: This directive establishes an agencywide records retention schedule for local ordinance, and accreditation compliance:
 - . Prince George's County Code, Sections 2-277 thru 281.
 - . County Administrative Procedures #114.
 - . Standards # 82.1.12, and # 82.2.14.
2. Personnel concerned: All Departmental employees handling paperwork, and computer records.
3. Distribution: Departmental employees engaged in files management operations.



David B. Mitchell, Chief of Police
Prince George's County Police Department

FORWORD

A sound records/information management system is recognized by business executives for efficient agency operations.

Prince George's County ordinance requires the establishment, maintenance, and implementation of records management programs.

The handbook is designed to give police personnel:

- . Uniform filing practices.
- . Paperwork reduction procedures.
- . Computer file purges.

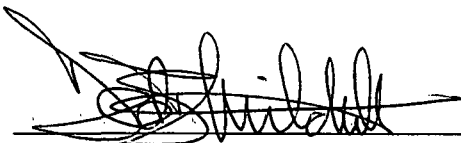
This custom-made Records Management Program will:

- . Save premium office/storage space.
- . Improve filing operations.
- . Reduce filing equipment expenditures.
- . Comply with legal retention mandates.

The handbook is divided into six parts for easy reference:

1. Subject Index
2. Introduction
3. Files Maintenance
4. Records Disposition
5. Records Systems
6. Exhibits/Forms

Used frequently for reference, the handbook will help you perform your records management responsibility more efficiently.



David B. Mitchell, Chief of Police
Prince George's County Police Department
Landover, Maryland

PRINCE GEORGE'S COUNTY POLICE DEPARTMENT

RECORDS MANAGEMENT HANDBOOK

NOTICE PAGE

FOREWORD

PART 1. SUBJECT INDEX

PART 2. INTRODUCTION

- Benefits
- Policies
- Responsibilities
- Definitions
- Unit Codes
- Abbreviations
- References

PART 3. FILES MAINTENANCE

- Subject Filing Principles
- Filing Arrangements
- File Cutoff Guidelines
- File Plans
- Retention Schedule Revisions

PART 4. RECORDS DISPOSITION

- Disposition Standards
- Records Disposals
- Disposal Certificates
- Records Transfers
- Records Center Services
- Archival Records
- Micrographic Services

PART 5. RECORDS SYSTEMS

- Administrative Records
- Communications Records
- Datanomics Records
- Directives Records
- Emergency Operations Records
- Fingerprint Records
- Fiscal Records
- Legislative/Legal Records
- Personnel Records
- Police Records
- Printout Records
- Project Records
- Property Records
- Reports/Statistics
- Other Records

PART 6. EXHIBITS/FORMS

PART I. SUBJECT INDEX

The **SUBJECT INDEX** is designed to help filing and operating personnel engaged in records management operations.

Abbreviations.....	206
Accident Records.....	510-29
Agreements/Contracts	
. Micrographics.....	501-2
. Mutual Aid.....	501-2
. Non-Disclosure.....	501-2
. Training.....	501-2
. User/Municipal.....	501-2
Adult Prisoner Logs.....	502-18
Allowances	
. Clothing.....	513-2
. Equipment.....	513-5
Applications/Employment	
. Civilian.....	509-4
. Crossing Guard.....	509-4
. Police.....	509-4
Archival Records.....	409
Arrest Records	
. Auto Theft.....	510-2
. Child Abuse.....	510-3
. Forged Prescription.....	510-9
. Fraud.....	510-10
. Homicide.....	510-11
. Narcotics.....	510-12
. Sex.....	510-13
. Sexual Child Abuse.....	510-14
. Supplement Reports.....	510-1
. Vulnerable Adult Abuse.....	510-15
. Weapons.....	510-16
Audio Tapes.....	502-3
Audit Reports	
. County.....	501-1
. External.....	501-1
. Federal.....	501-1
. Fiscal.....	501-1
. Independent.....	501-1
. Management.....	501-1
. Personnel.....	501-1

Bad Check Transmittals.....507-1

Badges

. Promotions.....513-1
 . Purchases.....513-1
 . Retirements.....513-1
 . Separations.....513-1

Bank Deposits.....507-2

Bills

. County Council.....508-2
 . Invoices (Expense).....507-3
 . Maryland House.....508-4
 . Maryland Senate.....508-5
 . U.S. House.....508-7
 . U.S. Senate.....508-8

Budget Records.....507-4

. Capital.....507-5
 . Estimates.....507-4/5
 . Operations.....507-4
 . Projections.....507-4/5

Bulletins

. Communications.....502-5
 . Job Opportunity.....509-12
 . Training.....502-22
 . Transfer Opportunity.....509-12
 . Transfer Request.....509-12

Case Disposition.....509-1

Certificates

. Disposal/Records.....501-9
 . Eligibility/Employment.....509-2
 . Medical.....509-9

Citations

. Adult Civil.....510-17
 . Criminal.....510-5
 . Juvenile Civil.....510-17
 . Juvenile Liquor.....510-20
 . Traffic.....510-28

Civil

. Juvenile Citations.....510-17
 . Subpoenas.....515-1
 . Suits.....508-1

Civil Suits	
. Circuit Court.....	508-1
. Federal Court.....	508-1
Commanders Information Reports.....	502-4
Communications Bulletins.....	502-5
COMMUNICATIONS RECORDS.....	502
Computer Systems	
. Automated Identification System.....	503-1
. Computer Assisted Dispatch System.....	503-2
. Electronic Mail System.....	503-3
. Name Index System.....	503-4
. Personal Computer System.....	503-6
. Police Management System.....	503-5
. Precious Metals System.....	503-7
. Word Processing System.....	503-9
Computerized Files (CAD)	
. Complaint History.....	503-2
. Directory.....	503-2
. Personnel.....	503-2
. Premise History.....	503-2
. Skills.....	503-2
. Street Geography.....	503-2
Condition Reports.....	510-4
Confidential Logs.....	502-6
Contract Records	
. Compacts.....	501-2
. Contracts.....	501-2
. County.....	501-2
. Federal.....	501-2
. Labor.....	501-2
. Leases.....	501-2
. Licenses.....	501-2
. Memoranda of Understanding.....	501-2
. Micrographic Services.....	501-2
. Mutual Aid.....	501-2
. Non-Disclosure.....	501-2
. Permits.....	501-2
. Police Services.....	501-2
. Police Training.....	501-2
. Private Contracts.....	501-2
. State LEA.....	501-2
. User Agreements.....	501-2

Correspondence/Administrative.....	501-3
Court Dispositions.....	510-5
Court Records	
. Civil/Criminal Logs.....	515-1
. Civil Subpoenas.....	515-1
. Criminal Subpoenas.....	515-1
. Decisions.....	515-1
. Grand Jury Indictments.....	515-1
. Orders.....	515-1
. Summons.....	515-1
. Warrants.....	515-1
Crime Solvers Records.....	502-7
Criminal History Records.....	510-5
Criminal Investigations	
. Abduction.....	510-6
. Alcoholic Beverages.....	510-6
. Arson/Fatality.....	510-6
. Assault.....	510-6
. Bad Checks.....	510-6
. Bribery.....	510-6
. Burglary.....	510-6
. Child Abuse.....	510-6
. Credit Card Offenses.....	510-6
. Death.....	510-6
. Embezzlement.....	510-6
. Extortion.....	510-6
. Forgery.....	510-6
. Fraud.....	510-6
. Gambling.....	510-6
. Hit/Run.....	510-6
. Homicide.....	510-6
. Incest.....	510-6
. Juvenile Offenses.....	510-6
. Kidnaping.....	510-6
. Minor Sex Offenses.....	510-6
. Narcotics.....	510-6
. Obscene Material.....	510-6
. Obscene Telephone.....	510-6
. Pandering.....	510-6
. Property Recovery.....	510-6
. Prostitution.....	510-6
. Rape.....	510-6
. Repeat Offender.....	510-6
. Robbery Offender.....	510-6
. Runaway.....	510-6

Criminal Investigations (continued)

. Sex Offenses.....	510-6
. Sexual Child Abuse.....	510-6
. Shooting.....	510-6
. Suicide.....	510-6
. Theft/Deception.....	510-6
. Traffic Fatality.....	510-6
. Unassigned Offenses.....	510-6
. Vandalism.....	510-6
. Vehicle Theft.....	510-6
. Vulnerable Adult Abuse.....	510-6
. Weapons.....	510-6

Daily Fuel Records.....	513-3
-------------------------	-------

Daily Incident Records

. Crime Against Persons.....	502-8
. Crimes Against Property.....	502-8

Delivery/Receipt Records.....	513-6
-------------------------------	-------

. Equipment Purchases.....	513-4/6
. Supply Purchases.....	513-4

Directives

. County Government.....	504-1
. Executive Orders.....	504-3
. External.....	504-2
. Federal Government.....	504-5
. Internal.....	504-4
. Memoranda.....	504-1
. Orders.....	504-1
. Procedures.....	504-1
. Rules/Regulations.....	504-5
. SOP.....	504-6
. State Government.....	504-5

Directories

. Compliments.....	502-19
. Listings.....	502-19
. Personnel Rosters.....	502-19
. Registers.....	502-19

Disciplinary Infractions.....	509-11
-------------------------------	--------

Disseminations

. Adult Photographs.....	510-23
. Adult Prints.....	510-23
. Incident Reports.....	510-23
. Juvenile Photographs.....	510-23

Disseminations (continued)	
. Juvenile Prints.....	510-23
. Juvenile Reports.....	510-23
. Public Records.....	510-23
Disposals	
. Property.....	513-14
. Records.....	513-14
Drug Tax Liability Records.....	510-17
EMERGENCY OPERATIONS RECORDS.....	505
Employee Action Notifications	
. Civilian.....	509-3
. Crossing Guard.....	509-3
. Police.....	509-3
Employment Investigations.....	509-5
Equipment (Traffic)	
. RADAR.....	513-9
. Speedometer.....	513-9
. VASCAR.....	513-9
Evaluations/Performance	
. Permanent Employees.....	509-15
. Probationary Officers.....	509-15
Evidence Records	
. Accident Photographs.....	515-2
. Accident Scene Negatives.....	515-2
. Audio/Visual.....	515-2
. Blood Specimens.....	515-2
. Crime/Incident Scene Negatives.....	515-2
. Crime Scene Processing Reports.....	515-2
. Lab Analysis Reports.....	515-2
. Lab Examination Requests.....	515-2
. Latent Print Examinations.....	515-2
. Narcotics.....	515-2
. Photographic Prints.....	515-2
Examinations/Employment	
. Civilian.....	509-6
. Crossing Guard.....	509-6
. In-Service.....	509-6
. Oral.....	509-6
. Police.....	509-6
Executive Records.....	501-4

Exhibits

. Certificates of Records Disposal.....#	3
. File Plan.....#	1
. Records Center Label.....#	4
. Records Inventory Form.....#	2
. Records Transmittal/Receipt.....#	5

Expense Records

. Abandoned Vehicles.....	507-9
. Reimbursements.....	507-7

Expungements

. Adult Records.....	510-15
. Juvenile Records.....	510-15

Field Training.....	509-7
---------------------	-------

Files Maintenance

. Filing Systems.....	301
. File Cutoff Guidelines.....	307/308
. File Plans.....	309
. Subject Filing Principles.....	301

Fingerprints (Automated)

. Adult.....	503-1
. Civilians.....	503-1
. Fortune Tellers.....	503-1
. Hackers.....	503-1
. Juveniles.....	503-1
. Masseuses/Masseurs.....	503-1
. Missing Children.....	503.1
. Police.....	503.1
. Studio Models.....	503-1

Fingerprints (Hardcopy)

. Adults.....	506-2
. Affiliated LEA.....	506-1
. Civilians.....	506-4
. FBI.....	506-2
. Fortune Tellers.....	506-4
. Hackers.....	506-4
. Juveniles.....	506-3
. Masseuses/Masseurs.....	506-4
. Missing Children.....	506-4
. Non-Affiliated LEA.....	506-3
. Police.....	506-4
. Studio Models.....	506-4

FISCAL RECORDS.....	507
---------------------	-----

Firearms Records.....	510-8
Firearms Tracings.....	513-7
Grievance/Disputes	
. Administrative Hearing Boards.....	509-8
. Equal Employment Opportunity.....	509-8
. Fraternal Order of Police.....	509-8
. Human Relations Commission.....	509-8
. Performance Grievance.....	509-8
. Police Civilian Employees Association.....	509-8
. Promotion.....	509-8
Hazardous Substances.....	515-3
Health/Safety	
. AIDS.....	509-9
. Communicable Diseases.....	509-9
. Doctors' Certificates.....	509-9
. Infectious Diseases.....	509-9
. Medical Referrals.....	509-9
. Workmen's Compensation.....	509-9
Hiring/Employment	
. Civilians.....	509-10
. Crossing Guards.....	509-10
. Police.....	509-10
. Temporaries.....	509-10
Incident Records	
. Abandoned Vehicles.....	510-17
. Adult Civil Citations.....	510-17
. Alcohol Influence.....	510-17
. Animal Bites.....	510-17
. Attempted Rapes.....	510-17
. Continuation Reports.....	510-17
. Death Reports.....	510-17
. Detective Supplements.....	510-17
. Embezzlement.....	510-17
. Ethnic Incidents.....	510-17
. Extortion.....	510-17
. Field Observations.....	510-17
. Field Sobriety Tests.....	510-17
. Firearms.....	510-17
. Flim-Flam.....	510-17
. Fraud.....	510-17
. Homicide.....	510-17
. Injury.....	510-17
. Investigation Reports.....	510-17
. Juvenile Civil Citations.....	510-17

Incident Records (continued)

. Missing Persons.....	510-17
. Racial Incidents.....	510-17
. Recovered Vehicles.....	510-17
. Religious Incidents.....	510-17
. Sex Offenses.....	510-17
. Spousal Abuse.....	510-17
. Stolen Vehicles.....	510-17
. Suspicious Persons.....	510-17
. Suspicious Vehicles.....	510-17
. Theft.....	510-17
. Unauthorized Vehicle Usage.....	510-17
. Vehicle Hearings (Show Cause).....	510-17
. Vehicle Impound Notices.....	510-17
. Vehicle Releases.....	510-17
. Youth Field Reports.....	510-17

Informant Records.....510-18

Inspection Records.....501-5

Insurance Records.....515-4

Intelligence Records.....510-19

Internal Affairs Records.....509-11

Investigations.....510-20

. Accident.....	509-11
. Background.....	509-5
. Civilian.....	509-5/11
. Criminal.....	510-6
. Crossing Guard.....	509-5
. Employment.....	509-5/19
. Field Cases.....	509-11
. Internal Affairs.....	509-11
. Police.....	509-5
. Supervisory.....	509-11

Job Descriptions.....509-21

Job Opportunity Bulletins.....509-12

Journal Entry Records.....507-8

Juvenile Records

. Civil Citations.....	510-22
. Crimes/Incidents.....	510-22
. Liquor Citations.....	510-22
. Youth Field Reports.....	510-33

Juvenile Liquor Citations.....	510-21
Juvenile Logs.....	502-18
Juvenile Arrest Records.....	510-22
Latent Records	
. County Cases.....	515-5
. Latents/Identified.....	515-5
. Latents/Without Value.....	515-5
Laws	
. County.....	508-2
. Federal.....	508-2
. State.....	508-2
Leave Records	
. Administrative.....	509-13
. Annual.....	509-13
. AWOL.....	509-13
. Disability.....	509-13
. Discretionary.....	509-13
. Holiday.....	509-13
. Injury.....	509-13
. LWOP.....	509-13
. Maternity.....	509-13
. Military.....	509-13
. Paternal Leave.....	509-13
. Personal Day.....	509-13
. Sick.....	509-13
LEGISLATIVE/LEGAL RECORDS.....	508
Lesson Plans.....	509-14
Line-Up Posters.....	502-10
Logs	
. Adult.....	502-18
. Civil.....	515-1
. Confidential.....	502-6
. Criminal.....	515-1
. Juvenile.....	502-18
. Missing Person.....	502-13
. Prisoner.....	502-18
Lost/Missing Property Reports.....	513-8
Maintenance Records	
. Buildings.....	513-9

Maintenance Records(Continued)

Facilities.....	513-9
. Grounds.....	513-9
. Offices.....	513-9
. Property.....	513-9
. Space.....	513-9
. Traffic Equipment.....	513-19
. Vehicles.....	513-9
. Weapons.....	513-9

Messages

. Electronic/Internal.....	502-9
. MILES.....	502-11
. NCIC.....	502-11
. NLETS.....	502-11
. Telephone.....	502-20

Micrographic Records

. Criminal History.....	515-6
. Criminal Investigations.....	515-6
. Data Automation.....	515-6
. Identified Prints.....	515-6
. Incidents.....	515-6
. Juveniles.....	515-6
. Latents.....	515-6
. Personnel Files.....	515-6
. Precious Metals.....	515-6
. Vice.....	515-6

Micrographic Services.....410

Minutes

. Chief of Police.....	501-6
. Unit Commanders.....	501-6

Missing

. Cases.....	510-6
. Logs/Persons.....	502-12
. Photographs.....	510-17
. Property.....	513-8

Name Index System (Automated)

. Adult File.....	503-4
. Incident File.....	503-4
. Juvenile File.....	503-4

NCIC

. Boats.....	502-11
. Guns.....	502-11
. License Plates.....	502-11

NCIC (continued)

. Missing Persons.....	502-11
. Property (Articles).....	502-11
. Protective (U.S. Secret Service).....	502-11
. Securities.....	502-11
. Unidentified Persons.....	502-11
. Vehicles.....	502-11
. Wanted Persons.....	502-11
. Warrants (Canadian).....	502-11

Newsletters.....502-13

Newspaper Clippings.....502-15

News Releases.....502-14

Opinions

. County.....	508-3
. Federal.....	508-3
. Police.....	508-3
. State.....	508-3

Organization

. Charts.....	501-7
. Records.....	501-8

Organizations

. Colleges/Universities.....	501-8
. County Council.....	501-8
. County Government Agencies.....	501-8
. Federal Courts.....	501-8
. Federal Government Agencies.....	501-8
. Federal Legislature.....	501-8
. International Groups.....	501-8
. Law Enforcement Agencies.....	501-8
. Municipal Government Agencies.....	501-8
. Other Countries.....	501-8
. Other Committees.....	501-8
. Private Organizations.....	501-8
. Private Security Agencies.....	501-8
. State Courts.....	501-8
. State Government Agencies.....	501-8
. State Legislature.....	501-8

OTHER POLICE RECORDS (See last file for each major grouping)...515

Parking Violation Notices.....510-27

Pawn Records/Recovery.....513-11/510-17

Pay Schedules.....507-10

Payment Records

. Landfill.....507-9
 . Pay Schedules.....507-10
 . Petty Cash.....507-12
 . Vendors.....507-9

Payroll Records

. Athletic Events.....507-11
 . Compensatory.....507-11
 . Court.....507-11
 . Holiday.....507-11
 . Overtime.....507-11
 . Time Sheets/Daily.....507-11

Performance Evaluations.....509-15

Personal Records

. Civilians.....509-16
 . Crossing Guards.....509-16
 . Police.....509-16

Personnel Files

. Civilian.....509-17
 . Crossing Guards.....509-17
 . Police.....509-17

PERSONNEL RECORDS.....509

Personnel Pension Plans.....509-18

Photo Information Sheets.....506-5

Photo/Negative Records

. Accident Negatives.....515-7
 . Adult Negatives.....515-7
 . Black/White Photos (Adults).....515-7
 . Black/White Photos (Juveniles).....515-7
 . Color Photos (Adults).....515-7
 . Color Photos (Juveniles).....515-7
 . Crime Scene Negatives.....515-7
 . Incident Scene Negatives.....515-7
 . Juvenile Negatives.....515-7
 . Photo Information Sheets.....515-7
 . Special Event Negatives.....515-7

Physical Inventory Records

. Court Property.....513-10
 . Fixed Assets.....513-10

Physical Inventory Records (continued)

. Fleet.....	513-10
. Narcotics.....	513-10
. Vehicles.....	513-10
. Weapons.....	513-10

Plans (Emergency Operations)

. Barricade.....	505-1
. Biological Warfare.....	505-2
. Bomb Emergency.....	505-3
. Chemical Warfare.....	505-4
. Chemical Waste.....	505-5
. Civil Disturbance.....	505-6
. Contingency.....	505-7
. Desegregation.....	505-8
. Emergency Radio.....	505-11
. Evacuation.....	505-9
. Hazardous Substances.....	505-12
. Hostage Operations.....	505-13
. Labor Strike.....	505-14
. Mobilization.....	505-15
. Mutual Aid.....	505-16
. Natural Disaster.....	505-17
. Notification.....	505-10
. Nuclear Warfare.....	505-18
. Pension.....	509-1
. Physical Security.....	505-19
. Public Safety.....	505-20
. Public Service.....	505-21
. Snow.....	505-22
. Special Events.....	505-23
. Tactical Dispatch.....	505-24
. Terrorism.....	505-25
. Traffic.....	505-26
. VIP.....	505-27
. Water.....	505-28

Plans (Management)

. Administrative.....	501-9
. Division.....	501-9
. Lesson.....	501-14
. Management.....	501-9
. Operations.....	501-9
. Section.....	501-9

Police Management System (Automated)

. Adult Arrest Reports.....	503-5
. CAD Reports.....	503-5

Police Management Systems/Automated (continued)	
. Criminal Analysis Reports.....	503-5
. Incident Reports.....	503-5
. Juvenile Arrest Reports.....	503-5
. Persons Reports.....	503-5
. Property Reports.....	503-5
. Suspects Reports.....	503-5
. Ten-Thirty-One Reports.....	503-5
. Ten-Thirty-Two Reports.....	503-5
. UCR Reports.....	503-5
POLICE RECORDS	510
Polygraph Records	
. Criminal Investigations.....	509-19
. Employment Investigations.....	509-19
Property Claims.....	513-12
Position Action Requests.....	509-20
Position Identification Records.....	509-21
Positions/Personnel	
. Action Requests.....	509-20
. Identification Records.....	509-21
. Job Descriptions.....	509-21
. Job Specifications.....	509-21
Precious Metals.....	513-11
Press Releases.....	502-17
PRINTOUT RECORDS.....	511
. Adult Arrest.....	511-1
. Fiscal.....	511-2
. Police Incidents.....	511-3
. Property.....	511-4
. Traffic.....	511-5
. Other Printouts.....	511-6
Prisoner	
. Logs.....	502-18
. Property.....	513-12
PROJECT RECORDS	512

Projects

. Action Teams.....	512-1
. Auxiliary Services.....	512-2
. Capital Improvements.....	512-3
. Communications.....	512-4
. Community Relations.....	512-5
. Computer.....	512-6
. Crime Prevention.....	512-7
. District Stations.....	512-8
. Graphic Arts.....	512-9
. Informational Services.....	512-10
. Inspectional Services.....	512-11
. Planning/Research.....	512-13
. Police Basic Training.....	512-12
. Records Management.....	512-14
. Special Operations.....	512-15
. Special Projects.....	512-16
. Other Projects.....	512-17

Property Records.....	513-17
. Confiscated.....	513-17
. Disposal.....	513-14
. Found.....	513-17
. Held.....	513-17
. Notifications.....	513-15
. Pick-up.....	513-16
. Release.....	513-19
. Stored.....	513-17

Property Claims.....	513-12
----------------------	--------

Property Disposals

. Abandoned Property.....	513-13
. Abandoned Vehicles.....	513-13
. Alcoholic Beverages.....	513-13
. Handguns.....	513-13
. Lost Property.....	513-13
. Narcotics.....	513-13
. Police Reports.....	513-13
. Property (Inventory).....	513-13
. Surplus Property.....	513-13
. Vehicles.....	513-13
. Weapons.....	513-13

Property (Receipts)

. Confiscated Property.....	513-17
. Evidentiary Property.....	513-17

PROPERTY RECORDS.....	513
-----------------------	-----

Psychological Records

- . Clinical Records.....515-8
- . Communicable Diseases.....515-8
- . Exit Interviews.....515-8
- . Referrals.....515-8

Purchase Records

- . Field Purchase Orders.....507-13
- . Purchase Orders.....507-13

Receipt Records

- . Clothing Allowances.....507-14
- . Equipment Allowances.....507-14
- . Report Sales.....507-14
- . Vehicle Impounds.....507-14

Receiving Reports

- . See Purchase Orders.....507-13

Records

- . Administrative.....501
- . Center Services.....408
- . New Records.....404

Records Management

- . Archival Records.....409
- . Benefits.....201
- . Definitions.....204
- . Disposal Authority.....402
- . Disposal Certificates.....406/501-10
- . Disposals.....405
- . Disposition Standards.....401
- . Micrographics.....410
- . New Records.....404
- . Policies.....202
- . Records Storage.....309
- . References (Legal).....207
- . Responsibilities.....203
- . Retention Schedules.....403/501-15
- . Retention Schedules (Revisions).....311
- . Transfers.....407/501-15

Reports

- . Accident.....502-1
- . Adult.....502-2
- . Annual.....514-1
- . Arrest.....502-2

Reports (continued)

. Calls for Services.....	514-2
. Crime Analysis.....	514-3
. Daily.....	514-4
. Juvenile.....	502-2
. MAARS.....	514-5
. Monthly.....	514-6
. Personal Car.....	514-7
. Precious Metals.....	514-8
. Quarterly.....	514-9
. Service Indicators.....	514-10
. Situation.....	514-11
. Staff Inspections.....	514-12
. UCR.....	514-13/14
. Weekly.....	514-15

REPORTS/STATISTICS.....	514
-------------------------	-----

Report Transmittals.....	501-11
--------------------------	--------

Requisitions

. Equipment.....	507-16
. Printing/Binding.....	507-16
. Stores Requests.....	507-16
. Supplies.....	507-16

Resolutions

. County Government.....	508-6
. Federal Government.....	508-6
. State Government.....	508-6

Revenue Collection Records

. Bank Deposits.....	507-17
. Police Reports.....	507-17
. Property Sales.....	507-17
. Receipts.....	507-17
. Transmittals.....	507-17

Ride-along Records.....	510-24
-------------------------	--------

Rights Waivers/Statements.....	510-25
--------------------------------	--------

Rosters/Directories.....	502-19
--------------------------	--------

Security Records.....	515-9
-----------------------	-------

Security Surveys.....	510-26
-----------------------	--------

Special Funds (Intelligence).....	507-18
-----------------------------------	--------

Special Maintenance Guides

. Audio Tapes.....	502-3
. Communicable Diseases.....	509-9
. Correspondence.....	501-3
. Court Decisions.....	515-1
. Criminal Investigations.....	510-14
. Directives.....	504
. Employment Applications.....	509-4
. Employment Examinations.....	509-6
. Employment Investigations.....	509-5
. Hazardous Substances.....	515-3
. Intelligence Files.....	510-18
. Internal Affairs Cases.....	509-11
. Juvenile Files.....	510-21
. Leave Records.....	509-13
. Narcotics.....	515-2
. Payroll.....	507-12
. Personal Files.....	509-16
. Personnel Files.....	509-17
. Photo/Negatives.....	515-7
. Physical Inventory Records.....	513-10
. Polygraph Records.....	509-19
. Printout Records.....	511
. Property Records.....	513-16
. Training/Education Records.....	509-24
. Use of Force Reports.....	510-30

Statements (Investigation)

. Accused.....	510-28
. Defendant.....	510-28
. Victim.....	510-28
. Witness.....	510-28

Student

. Intern Records.....	501-12
. Personnel Records.....	509-23

Student Personnel Records.....	509-22
--------------------------------	--------

Studies (See Surveys).....	501-13/25
----------------------------	-----------

Subpoenas

. Civil.....	515-1
. Criminal.....	515-1

Surveys

. Administrative.....	501-13
. Commercial.....	510-25
. Management.....	501-13
. Residential.....	510-25

Telephone Records.....	502-20
Teletype Records	
. MILES Messages.....	515-10
. NCIC Messages.....	515-10
Teletype Write-ups.....	502-21
Traffic Equipment Records.....	513-20
Traffic Record	
. Accident Negatives.....	510-28
. Accident Photographs.....	510-28
. Accident Reports.....	510-28
. Citation Transmittals.....	510-28
. Citations.....	510-28
. Driver Re-examinations.....	510-28
. Equipment Repair Orders.....	510-28
. Field Observation Reports.....	510-28
. Parking Violation Notices.....	510-28
. Suspension Orders.....	510-28
. Tally Records.....	510-28
. Warning Notices.....	510-28
. Witness Summons.....	510-28
Training Bulletins.....	502-22
Transmittals/Reports.....	501-10
Vehicle	
. Audit Records.....	513-20
. Forfeitures.....	510-17
. Impounds.....	513-22
. Inspection Records.....	510-30
. Maintnance.....	513-9
. Releases.....	510-17
Victim	
. Statement/Criminal.....	510-6/28
Vouchers	
. Intelligence.....	507-29
. Petty Cash.....	507-12
. Reimbursements.....	507-8
. Travel.....	507-19

Vulnerable Adults.....	510-6
Warrant Notices.....	510-27
Warrant Records.....	510-3 2
Work Schedules.....	509-25
Youth Field Records.....	510-33

PART 2. INTRODUCTION201. BENEFITS

The Departmentwide records management program offers the following benefits:

- . Compliance with county records management ordinance.
- . Compliance with law enforcement accreditation standards.
- . Uniform filing practices.
- . Office space/storage savings.
- . Records protection from accidental disposals.
- . Paperwork reduction procedures.
- . Filing equipment cost savings.
- . Records protection through micrographics.
- . Personnel training/instruction.
- . Generic record series/categories.
- . Computer file purges.

202. POLICIES

- . Records created/received by the agency are the property of the County Government
- . Employees are encouraged to make suggestions for operational improvements.
- . Directives should not be intermingled with administrative correspondence.
- . Directives manuals should be kept updated, and accessible.
- . File plans should be updated as needed.

203. RESPONSIBILITIES

The Police Records Center Director is responsible for the Prince George's County Police Records Management Project. E. g.:

- . Inventory, appraise, and analyze agencywide records.
- . Develop, and implement records retention schedules.
- . Negotiate records disposition with county, and state agencies.
- . Update the Records Management Handbook.
- . Serve as liaison with county, state, and federal agencies.
- . Certify records disposals.

204.

DEFINITIONS

- . Archival Records . Permanent records appraised for preservation and permanent retention in local or state archives.
- . Case File(s) . A file contains all papers relating to a specific subject, person, place, location, event, agency, etc., from start to close.
- . Cutoff . A designated time beyond which material is not added to a file folder. New folders are created for future use.
- . Datanomics . Machine readable records in erasable media, and other devices in applied office automation technology.
- . Directives . Instructions prescribing policies, authorities, responsibilities, delegations, standards, etc., issued in the form of manuals, memoranda, orders, procedures, bulletins, guides, notices, rules, regulations, and other formalized statements.
- . Disposable Records . Records of temporary value subject to destruction by a Records Retention Schedule.
- . Records . Includes materials created or received by a county agency in connection with public transactions, and in the form of correspondence, magnetic tapes, papers, books, photographs, maps, drawings, charts, printouts, microforms, films, sound recordings, disks, fingerprints, videographs, computergraphs, or other documentary materials.
- . Records Management . The control of recorded information/records from creation, maintenance, disposition, to preservation in local, state, or federal archives.
- . Records Retention Schedule . An official timetable that identifies the length of time a record must be kept before final disposition.
- . Record Series . A group of related records usually used/filed as a unit for reference or disposition purposes.
- . Retention Period(s) . The length of time records are kept before destroyed by a predetermined plan. The retention period may be expressed in days, months, years, or destroy when superseded, etc.

205. UNIT NAMES	CODE NO.
ACCREDITATION MANAGER DIVISION.....	1
ACCREDITATION STANDARDS SECTION.....	2
APPLICANT INVESTIGATIONS SECTION.....	3
ARMORY SECTION.....	4
AUDITS/INSPECTIONS DIVISION.....	5
AUTO THEFT UNIT.....	6
AUTOMOTIVE SERVICES SECTION.....	7
AUXILIARY SERVICES SECTION.....	8
BASIC TRAINING DIVISION.....	9
BUREAU OF ADMINISTRATION.....	10
BUREAU OF ADMINISTRATION/ADM. ASST.....	11
BUREAU OF PATROL.....	12
BUREAU OF PATROL/ADM. ASST.....	13
BUREAU OF SUPPORT SERVICE.....	14
BUREAU OF SUPPORT SERVICES/ADM. ASST.....	15
CAREER DEVELOPMENT DIVISION.....	16
CENTRAL SERVICES DIVISION.....	17
CHECK/FRAUD UNIT.....	18
CHIEF OF POLICE.....	19
CHIEF OF POLICE/ADM. ASST.....	20
CITIES SERVICES MANAGER.....	21
COMMUNICATIONS DIVISION.....	22
COMMUNITY RELATIONS DIVISION.....	23
CRIME PREVENTION UNIT.....	24
CRIME SOLVERS UNIT.....	25
CRIMINAL INVESTIGATIONS DIVISION.....	26
CROSSING GUARDS UNIT.....	27
DARE SECTION.....	28
DATA ENTRY UNIT.....	29
DISPATCH SECTION.....	30
DISTRICT I/HYATTSVILLE.....	31
. ASSISTANT COMMANDER.....	32
. BURGLARY PREVENTION.....	33
. INVESTIGATIVE COMMANDER.....	34
. INVESTIGATIVE SQUADS.....	35
. PATROL SQUADS.....	36
. SHIFT COMMANDERS.....	37
. TRAFFIC ENFORCEMENT OFFICER.....	38
. STAFF (NCO).....	39
DISTRICT 11/BOWIE.....	40
. ASSISTANT COMMANDER.....	41
. BURGLARY PREVENTION.....	42
. INVESTIGATIVE COMMANDER.....	43
. INVESTIGATIVE SQUADS.....	44
. PATROL SQUADS.....	45

205. UNIT NAMESCODE NO.

. SHIFT COMMANDERS.....	46
. TRAFFIC ENFORCEMENT OFFICER.....	47
. STAFF (NCO).....	48
DISTRICT III/KENT.....	49
. ASSISTANT COMMANDER.....	50
. BURGLARY PREVENTION.....	51
. INVESTIGATIVE COMMANDER.....	52
. INVESTIGATIVE SQUADS.....	53
. PATROL SQUADS.....	54
. SHIFT COMMANDERS.....	55
. TRAFFIC ENFORCEMENT OFFICER.....	56
. STAFF (NCO).....	57
DISTRICT IV/OXON HILL.....	58
. ASSISTANT COMMANDER.....	59
. BURGLARY PREVENTION.....	60
. INVESTIGATIVE COMMANDER.....	61
. INVESTIGATIVE SQUADS.....	62
. PATROL SQUADS.....	63
. SHIFT COMMANDERS.....	64
. TRAFFIC ENFORCEMENT OFFICER.....	65
. STAFF (NCO).....	66
DISTRICT V/CLINTON.....	67
. ASSISTANT COMMANDER.....	68
. BURGLARY PREVENTION.....	69
. INVESTIGATIVE COMMANDER.....	70
. INVESTIGATIVE SQUADS.....	71
. PATROL SQUADS.....	72
. SHIFT COMMANDERS.....	73
. TRAFFIC ENFORCEMENT OFFICER.....	74
. STAFF (NCO).....	75
DISTRICT VI/BELTSVILLE.....	76
. ASSISTANT COMMANDER.....	77
. BURGLARY PREVENTION.....	78
. INVESTIGATIVE COMMANDER.....	79
. INVESTIGATIVE SQUADS.....	80
. PATROL SQUADS.....	81
. SHIFT COMMANDERS.....	82
. TRAFFIC ENFORCEMENT OFFICER.....	83
. STAFF (NCO).....	84
DOMESTIC INVESTIGATIONS UNIT.....	85
DRUG LAB UNIT.....	86
EMERGENCY SERVICE TEAM.....	87
EVIDENCE SECTION.....	88
EXECUTIVE ASSISTANT.....	89
EXECUTIVE PROTECTION UNIT.....	90
EXPLORERS UNIT.....	91
FISCAL AFFAIRS DIVISION.....	92

May 1990

205.	<u>UNIT NAMES</u>	<u>CODE NO.</u>
	GRAPHICS SECTION.....	93
	HOMICIDE/SEX SECTION.....	94
	HOMICIDE UNIT.....	95
	INFORMATION RESOURCES UNIT.....	96
	INFORMATION SERVICES DIVISION.....	97
	INSPECTION SERVICES DIVISION.....	98
	INTERNAL AFFAIRS DIVISION.....	99
	INVESTIGATIVE SERVICES/COMMANDER.....	100
	K-NINE UNIT.....	101
	LABOR RELATIONS DIVISION.....	102
	LEGAL AFFAIRS OFFICE.....	103
	MANAGEMENT SERVICES/COMMANDER.....	104
	MAJOR NARCOTICS SECTION.....	105
	MOTORS UNIT.....	106
	NARCOTICS ENFORCEMENT DIVISION.....	107
	ORGANIZED CRIME/INTELLIGENCE UNIT.....	108
	PERSONNEL DIVISION.....	109
	PHOTO LAB UNIT.....	110
	PLANNING/RESEARCH DIVISION.....	111
	POLICE ATHLETIC LEAGUE UNIT.....	112
	PRESS INFORMATION OFFICE.....	113
	PROPERTY RECOVERY UNIT.....	114
	PROPERTY SECTION.....	115
	PSYCHOLOGICAL SERVICES DIVISION.....	116
	PURCHASING SECTION.....	117
	RAFIS UNIT.....	118
	RANGE UNIT.....	119
	RECORDS SECTION.....	120
	RECRUITING/EXAMINATION SECTION.....	121
	REPEAT OFFENDERS UNIT.....	122
	RESEARCH/EVALUATION SECTION.....	123
	ROBBERY SECTION.....	124
	SAFETY EDUCATION SECTION.....	125
	SEXUAL ASSAULTS UNIT.....	126
	SPECIAL CRIMES SECTION.....	127
	SPECIAL ENFORCEMENT SECTION.....	128
	SPECIAL EVENTS/INVESTIGATIONS SECTION.....	129
	SPECIAL OPERATIONS/ASSISTANT COMMANDER.....	130
	SPECIAL OPERATIONS DIVISION.....	131

205. UNIT NAMESCODE NO.

STREET NARCOTICS SECTION.....	132
SUPPLY SECTION.....	133
SWITCHBOARD UNIT.....	134
TACTICAL SECTION.....	135
TACTICAL SQUADS UNIT.....	136
TARS UNIT.....	137
TECHNICAL SERVICES/COMMANDER.....	138
TELECOMMUNICATIONS SECTION.....	139
TELEPHONE REPORTING UNIT.....	140
TRAFFIC SAFETY UNIT.....	141
TRAINING SERVICES/COMMANDER.....	142
VEHICLE AUDIT UNIT.....	143
YOUTH SERVICES UNIT.....	144

206 ABBREVIATIONS

A-Z.....Alphabetically
AWOL.....Absent Without Leave
ATF.....Alcohol, Tobacco, and Firearms
AHB.....Administrative Hearing Board

BSC.....Bethlehem Steel Corporation

CAD.....Computer Assisted Dispatch
CCN.....Complaint Control Number
CDZ.....Comprehensive Design Zone
CJIS.....Criminal Justice Information System
CHRI.....Criminal History Record Information
COM.....Computer Output Microfilm
CFR.....Code of Federal Regulations

DWI.....Driving While Intoxicated

EAN.....Employee Action Notification
EEO.....Equal Employment Opportunity

FBI.....Federal Bureau of Investigation
FOP.....Fraternal Order of Police

IAS.....Internal Affairs Section

JHRI.....Juvenile History Record Information

LEA.....Law Enforcement Agency
LWOP.....Leave Without Pay

MAARS.....Maryland Automated Accident Reporting System
MSP.....Maryland State Police
MILES.....Maryland Interagency Law Enforcement System

NACO.....National Association of Counties
NCIC.....National Crime Information Center
NLETS.....National Law Enforcement Telecommunications System

PC.....Personal Computer(s)
PCEA.....Police Civilian Employees Association

RAFIS.....Regional Automated Fingerprint Identification System

SOP.....Standard Operating Procedure

UCR.....Uniform Crime Reporting

VIP.....Very Important Person (Protection)

May 1990

207 REFERENCES

Local, state, and federal ordinances, laws, and regulations applicable to records management operations:

RECORD SERIES

SEE

Administrative Records (501-515).....County Code, Subtitle 2,
Sec. 2-278(b)

Archival Records (501-5-6).....COMAR 14.18.02

Criminal Investigation Records (510-14)
 . Appeal.....Md. Rule 4-331(a)
 . Post Conviction Relief.....Md. Rule 4-401
 . Review of Sentence.....Md. Rule 4-344(a)
 . Revisory Power of Court.....Md. Rule 4-345(b)

Civil Litigation Records (508-1).....CJP, Title 5, Sec. 5-101

Disciplinary Records (509-11).....Md. Code, Article 27, Sec. (728(b)
FOP # 89, Article XIV, Sec. 14.02
PCEA, Article V, Sec. 6B

Employment Investigation Records (509-5)...LEA Standard # 32.3.4

Expungement Records (510-15).....Md. Code, Article 27, Sec. 735-741
Md. Code, Article 27, Sec. 292
Md. Rules of Procedure,
Rules EX 1-11

Federal Grant Records (512-13).....OBM Circular A-102

Fiscal Records (507).....PG Co. Charter,
Article 111, Sec. 313

Grievance Records (509-8).....See Disciplinary Records

Handgun Disposal Records (513-13).....Md. Code, Article 27, Sec. 36

Hazardous Substance Records (515-3).....Md. Code, Article 89, Sec. 32E(b)

Intelligence Records (510-8).....28 CFR 23.20

Internal Affairs Records (509-11).....Md. Code, Article 27, Sec. 728(b)
County Code, Sec. 14-102(a)

RECORDS SERIES (Continued)See

Juvenile Records (510-21).....Md. Courts/Judicial Proceedings,
Sec. 3-828

Micrographic Records (515-6).....CJP, Title 10, Sec. 10-103;
Md. Rules, Rule 2-424
Cooper v. State (1979)
Gray v. State (1943)
Forrester v. State (1961)
Henson v. State (1972)
Tribble v. State (1984);
Administrative Procedures 115

Motor Vehicle Accident Records (509-11)....FOP # 89, Article XIV, Sec. 14.03

Pawn Records (513-11).....County Bill 127-1982

Personal Records (509-16).....State Gov't, Part III, Sec. 10-624

Personal Records (509-17).....Co. Code, Subtitle 16,
Sec. 16-216(b)
State Gov't, Part III,
Sec. 10-616(b)

Police Dissemination Records (510-22).....COMAR 12.08.10.K

Police Property Records (513-13).....Co. Code, Subtitle 18,
Sec. 18-114(d)

Precious Metals Records (513-11).....Md. Code, Article 56, Sec. 422(e)

Psychological Records (515-8).....State Gov't, Part III, Sec. 10-617

Public Records (501-513).....Md. Code, Article 26, Sec. 45A

Records Retention Schedules (501-9).....State Gov't, Part IV, Sec. 10-633
Co. Code, Subtitle 2,
Sec. 2-227(a)
COMAR 14.18.02
Administrative Procedures 114
LEA Standard # 82.1.12
LEA Standard # 82.2.14

Traffic Records (510-27).....Md. Vehicle Law, Sec. 26-407
District Court
Schedule # 989 (1984)
MVA Schedule # 1150A (1987)

PART 3. FILES MAINTENANCE301. SUBJECT FILING PRINCIPLES302. GENERAL STATEMENT

Subject filing is a commonly used indexing system. The subject heading is not already determined by the writer or recipient of correspondence. Subject filing requires experienced office workers for correct heading. When the proper heading is selected, the subject file is easy to maintain.

303. CORRESPONDENCE CONTENT

In subject filing, follow the classification process. Arrange paperwork according to what it's about, not who wrote it, or to whom it's addressed. Start with primary subject headings. As the records grow in volume, break down the major headings, into smaller division(s), and subdivision(s) as needed.

304. GENERAL CLASSIFICATION

With the generic records categories listed in Part 5 of the handbook, the author/writer of correspondence can find the proper file subject. If more than one subject is discussed equally, the material may be assigned two subject captions, or photocopied for cross reference purposes.

305. DETAILED CLASSIFICATION

The detailed classification process requires content analysis for specific subject filing. The ability to locate filed material depends upon the care used in this classification process.

306. FILING SYSTEMS

Files are kept in file folders alphabetically, numerically, chronologically, or alphanumeric combination(s). The filing arrangement depends on the type of material filed, and the way that material will be retrieved. For example, files are arranged alphabetically by subject, name, organization, location, activity, event, etc.; numerically by consecutive Arabic numbers, coded with symbols, abbreviations, or other acronyms coined by users; and chronologically by day, week, month, year, or other chronological combination(s).

307. FILE CUTOFF GUIDELINES308. FILE CUTOFFS

Files are cutoff or broken periodically in order to speed filing, retrieval, and destruction of inactive records. To cutoff files, a file series is terminated arbitrarily on a given date or after a specified event or action. A new file series is then established. The inactive files may be transferred to less convenient space.

309. INACTIVE RECORDS STORAGE

Inactive records have low reference activity, usually less than one search per file drawer per month. Store inactive files in the lower drawers of the file cabinets.

310. FILE PLANS

The file station, work station, or operating unit must prepare a files maintenance plan. This plan shows what file the unit creates, maintains, and accumulates. The plan provides an index to all the files of the file station. The file plan must be written clearly, and in enough detail to enable office staff to find files when the files worker is absent. (See Exhibit #1.)

311. RETENTION SCHEDULE REVISIONS

The Records Retention Schedule should be revised periodically to meet the changing needs of the Department, and changes in subject matter. Use Exhibit #2, and submit to Police Records Center for review, and state approval.

PART 4. RECORDS DISPOSITION

401. DISPOSITION STANDARDS

402. DISPOSAL AUTHORITY

Local/state government records must be scheduled for ultimate disposition. The County Office of Central Services, and the Hall of Records Commission must approve the agency proposed retention periods before the Retention Schedule becomes operative. The source agency must apply the Schedule for efficient records management operations.

403. RETENTION SCHEDULES

The retention of obsolete/needless material is costly. Scheduled records should be destroyed or transferred according to records disposal instructions. If there is a definite need, records can be retained longer. The user must justify, in writing, continued retention through regular channels.

404. NEW RECORDS

Occasionally, new records are created/received by the Department, which do not fit under the present records disposition schedule(s). Submit new record series to Police Records Center for review, and approval by records management agencies. (See Exhibit 2)

405. RECORDS DISPOSALS

Apply the Records Retention Schedule contained in the handbook for savings in space, equipment, and for accreditation compliance. Records eligible for disposal can be destroyed on an annual or fiscal basis. Illustration: Motor vehicle accident records (510-29-3) are retained for 3 years. That is, accident records created in 1986 are eligible for destruction in 1989: 3 years holdings -- 1987, 1988, 1989.

406. DISPOSAL CERTIFICATES

Records authorized for destruction should be destroyed as they become eligible. Prepare a 3-part certificate of records disposal. Send original, and copies to Police Records Center for County and State compliance requirements. Retain a copy for your operating unit. (See Exhibit #3)

407. RECORDS TRANSFERS

Record series eligible for destruction should be transferred to Police Records Center for bonded, and certified destruction. Coordinate with the Police Records Center for records transfers.

408. RECORDS CENTER SERVICES

The County Records Center offers cost free storage for inactive records. Follow these records transfer guidelines:

- . Pack records in records center cartons.
- . Keep records in the same order as they are maintained in the office files/drawers.
- . Attach label to carton for future reference. Fill in all spaces in printed labels. (See Exhibit #4.)
- . Number cartons in consecutive order.
- . Use the Records Transmittal/Receipt Form. Also, use this form for transferring records to Police Records Center for bonded destruction. (See Exhibit #5.)
- . Do not pack records with two different retention periods in the same carton.
- . Do not pack two different records series in the same carton.

409. ARCHIVAL RECORDS

The State Archives is the official repository for permanent records. Archival records are collected from local agencies for the benefit of scholars and posterity.

410. MICROGRAPHIC SERVICES

The County Office of Central Services offers micrographic services for records eligible for microfilming. Operating unit(s) should coordinate microfilm project(s) with the Police Records Center.

ITEM NO. (1)	TYPE OF RECORD (2)	UNIT NO. (3)	DISPOSITION (4)
<u>501</u>	<u>ADMINISTRATIVE RECORDS</u> Includes correspondence, audit reports, contracts, surveys, studies, minutes, plans, transmittals, and other administrative records.		
<u>501-1</u>	<u>Audit Records</u> Includes internal/external audits, special reviews, surveys, and other management control records.		
(1)	<u>County Audit Reports</u> File A-Z by report title, and year date.	19,23 92 120	Destroy after 5 years.
(2)	<u>External Audit Reports</u> File A-Z by report title, and year date.	92	Destroy after 5 years,
(3)	<u>Federal Audit Reports</u> File A-Z by report title, and year date.	92	Destroy after 5 years.
(4)	<u>Fiscal Audit Reports</u> Includes county, federal, and independent fiscal audits. File A-Z by report title, and year date.	19,23 92 120	Destroy after 5 years.
(5)	<u>Independent Audit Reports</u> File A-Z by report title, and year date.	92	Destroy after 5 years.
(6)	<u>Management Audit Reports</u> Includes performance audits by County Audits and Investigations. File A-Z by report title, and year date.	19 120	Destroy after 5 years.
			May 1990

ITEM NO. (1)	TYPE OF RECORD (2)	UNIT NO. (3)	DISPOSITION (4)
(7)	<u>Personnel Audit Reports</u> Includes position audits by County Personnel Department. Unit 109: Include in the applicable employee personnel file. See Item 509-17.	31,40 49,58 67,76 19 109 120 131	Destroy after 5 years.
(8)	<u>Other Audit Reports</u> File A-Z by report title, and year date.	Applicable unit(s) 9 (3)	Destroy after 5 years.
501-2	<u>Contract Records</u> Includes contracts, licenses, permits, and other contractual agreements for police services, property rentals, mutual aids, compacts, pension plans, insurance policies, and other cooperative arrangements.		
(1)	<u>Compacts</u> Case file A-Z by participating agency, and year date.	19	Destroy 1 year after compact expiration.
(2)	<u>Contracts</u> Case file A-Z by contractor, and year date.	18,26 133	Destroy 1 year after contract expiration.
(3)	<u>County Government Agencies</u> Includes bi-county agreements. Case file A-Z by county agency, and year date.	19 118	Destroy 1 year after contract expiration.
(4)	<u>Federal LEA Agreements</u> Case file A-Z by agency, and year date.	19	Destroy 1 year after contract expiration.
			May 1990

ITEM NO. (1)	TYPE OF RECORD (2)	UNIT NO. (3)	DISPOSITION (4)
(5)	<u>Labor/Management Contracts</u> Includes agreements with Fraternal Order of Police, Police Civilian Employees Association, and American Federation of State, County, and Municipal Employees. Case file A-Z by bargaining unit, and year date.	27,19 109 120	Destroy 1 year after contract expiration.
(6)	<u>Leases</u> Case file A-Z by lessee, and year date.	19	Destroy 1 year after lease expiration.
(7)	<u>Licenses</u> Case file A-Z by licensee, and year date.	31,40 49,58 67,76 141	Destroy 1 year after license expiration.
(8)	<u>Memoranda of Understanding</u> Case file A-Z by participating agency, and year date.	31,40 49,58 19 120	Destroy 1 year after contract expiration.
(9)	<u>Micrographic Service Agreements</u> File A-Z by participating agency, and year date.	109 120	Destroy 1 year after contract expiration.
(10)	<u>Mutual Aid Agreements</u> Case file A-Z by participating agency, and year date.	31,40 49,58 67,76 19 105	Destroy 1 year after agreement expiration.
(11)	<u>Non-Disclosure Agreements</u> Case File A-Z by recipient agency, and year date.	19 120	Destroy 1 year after contract expiration.
(12)	<u>Permits</u> Case file A-Z by permittee, and year date.	31,40 49,58 67,76 111 141	Destroy 1 year after permit expiration.

May 1990

ITEM NO. (1)	TYPE OF RECORD (2)	UNIT NO. (3)	DISPOSITION (4)
(13)	<u>Police Service Contracts</u>	31,40 49,58 67,76 19	Destroy 1 year
(14)	<u>Police Training Agreements</u> Case file A-Z by participating agency, and year date.	111	Destroy 1 year after contract expiration.
(15)	<u>Private Contracts</u> Includes crane/towing services con- tracts for damaged motor vehicles. Case file A-Z by agency, and year date.	19	Destroy 1 year after contract expiration.
(16)	<u>State LEA Agencies</u> Case file A-Z by agency, and year date.	19	Destroy 1 year after contract expiration.
(17)	<u>User Agreements</u> Includes municipal user agreements. Case file A-Z by participating agency, and year date.	19 120	Destroy 1 year after contract expiration.
<u>501-3</u>	<u>Correspondence</u> Includes correspondence for internal, and external communications. <u>SPECIAL INSTRUCTIONS:</u> . Arrange by primary subject, and sub- divide within related file group in descending order as needed. . Staple together all letters relating to each subject with the most recent correspondence on top. . See Paragraph 301-306 for subject filing instructions.	AU	Destroy when no longer needed. Unit 120: Destroy after 1 year.

May 1990

ITEM NO. (1)	TYPE OF RECORD (2)	UNIT NO. (3)	DISPOSITION (4)
<u>501-4</u>	<p><u>Executive Records</u></p> <p>Includes materials created/collected by the Chief of Police, Chief of the Bureau of Patrol, Chief of the Bureau of Support Operations, Chief of the Bureau of Administration, and other members of the Executive Command Staff.</p> <p><u>SPECIAL INSTRUCTIONS:</u></p> <ul style="list-style-type: none"> . Microfilm by number or alpha retrieval plan in use. . Purge files for extra/duplicate copies. . Remove transitory records without procedure or policy matters from executive correspondence. . Destroy hard copy after film inspection. . Retain film/fiche permanently. 	19	Retain permanently.
<u>501-5</u>	<p><u>Inspection Records</u></p> <p>Includes inspection for agency facilities, vehicles, equipment, records, personnel, investigative procedures, crime reporting practices, incident reports, and staff inspections for quality assurance operations.</p> <p>Unit 98: Case file by assigned number, and subject caption.</p>	31,40 49,58 67,76 98,19 120	Unit 98: Destroy after 3 years. Other units: Destroy when no longer needed.
<u>501-6</u>	<p><u>Minutes Records</u></p> <p>Includes minutes of meetings created by the Chief of Police and other commanders</p> <p>Keep in 3-ring binder(s), and year date.</p>		

May 1990

ITEM NO. (1)	TYPE OF RECORD (2)	UNIT NO. (3)	DISPOSITION (4)
(1)	<u>Chief of Police</u>	22,23 26,31 40,49 58,67 76,92 97,98 103 19 113 107 131 105	Unit 98: Retain per- manently. Microfilm for protection and preser- vation. Other units: Destroy after 1 year.
(2)	<u>Unit Commanders</u> Includes minutes of meetings by executive, administrative, command, and management staff.	10,14 22,23 31,40 49,58 98,67 104,97 109 120 138 142	Destroy after 2 years.
<u>501-7</u>	<u>Organization Charts</u> Includes staffing and organization charts.	19 109 111 120	Unit 19: Keep permanently. Other units: Destroy when superseded or obsolete.
<u>501-8</u>	<u>Organization Records</u> Includes correspondence, and other records created and/or received by/ from associations, agencies, insti- tutions, boards, committees, commis- sions, societies, clubs, unions, councils, symposia, and other organized bodies.	26,31 40,49 58,67 76.92 100 19 107 131 142	
(1)	<u>Colleges/Universities</u> Case file A-Z by college or university, and year date.	19	Destroy after 3 years.

May 1990

ITEM NO. (1)	TYPE OF RECORD (2)	UNIT NO. (3)	DISPOSITION (4)
(2)	<u>County Council</u> Case file A-Z by committee and year date	19	Destroy after 3 years.
(3)	<u>County Government Agencies</u> Case file by A-Z agency name, and year date.	31,40 49,59 67,76	Destroy after 3 years.
(4)	<u>Federal Courts</u> Case file A-Z by agency name and year date.	19	Destroy after 3 years.
(5)	<u>Federal Government Agencies</u> Case file A-Z by agency name, and year date.	31,40 49,58 67,76 105 131	Destroy after 3 years.
(6)	<u>Federal Legislature</u> Case file A-Z by committee (sub-), and year date.	19	Destroy after 3 years.
(7)	<u>International Groups</u> Case file A-Z by name of organization, and year date.	19	Destroy after 3 years.
(8)	<u>Law Enforcement Agencies</u> Includes local, state, and federal criminal justice, prosecution, parole, correction, and detention agencies. Case file A-Z by agency name, and year date.	19 105 131	Destroy after 3 years.
(9)	<u>Municipal Government Agencies</u> Case file A-Z by agency name, and year date.	19	Destroy after 3 years.
(10)	<u>Other Countries</u> Case file A-Z by foreign state, and year date.	19	Destroy after 3 years.

May 1990

ITEM NO. (1)	TYPE OF RECORD (2)	UNIT NO. (3)	DISPOSITION (4)
(11)	<u>Other Committees</u> Includes statutory, advisory, inter-agency, liaison, and task force committees. Case file A-Z by committee, and year date.	31,40 49,58 67,76 19 120 131	Destroy after 3 years.
(12)	<u>Private Organizations</u> Includes private, civic, unions, neighborhood associations, clubs, councils, and other private organizations. Case file A-Z by name of organization, and year date.	16,23 26,31 40,49 58,67 76 131 142	Destroy after 3 years.
(13)	<u>Private Security Agencies</u> Includes private security agencies engaged in crime prevention activities. Case file A-Z by agency name, and year date.	19	Destroy after 3 years.
(14)	<u>State Courts</u> Case file A-Z by court name, and year date.	19	Destroy after 3 years.
(15)	<u>State Government Agencies</u> Case file A-Z by agency name, and year date.	19	Destroy after 3 years.
(16)	<u>State Legislature</u> Case file A-Z by committee (sub-), and year date.	19	Destroy after 3 years.
501-9	<u>Planning Records</u> Includes correspondence, administrative, operational, and management action plans.		Unit 111: Retain permanently/508 (1) thru (8).

May 1990

ITEM NO. (1)	TYPE OF RECORD (2)	UNIT NO. (3)	DISPOSITION (4)
(1)	<u>Administrative Plans</u> File A-Z by plan, and year date.	AU	Destroy after 5 years.
(2)	<u>Annual Management Plans</u> File A-Z by plan, and year date,	10,12 14,23 31,40 49,58 67,76 19 109 120 131	Destroy after 5 years.
(3)	<u>Division Plans</u> File A-Z by plan, and year date.		Destroy when superseded or obsolete.
(4)	<u>Operations Plans</u> File A-Z by plan, and year date.	111	Destroy when superseded or obsolete.
(5)	<u>Other Plans</u> File A-Z by plan, and year date.	111	Destroy when superseded or obsolete.
(6)	<u>Section Plans</u> File A-Z by plan, and year date.	141	Destroy when superseded or obsolete.
<u>501-10</u>	<u>Records Management Files</u> Includes disposal certificates, schedules, and record transfers.		
(1)	<u>Records Center Lists</u> Includes transfers, and lists. File by year date.	120	Destroy after 3 years.
(2)	<u>Records Disposal Certificates</u> File by year date.	AU	Destroy 3 years.
			May 1990

ITEM NO. (1)	TYPE OF RECORD (2)	UNIT NO. (3)	DISPOSITION (4)
(3)	<u>Records Retention Schedules</u> File by year date.	AU	Retain until superseded or revised, then destroy.
<u>501-11</u>	<u>Reports Transmittals</u> Includes police reports transmittals for records collections.		
(1)	<u>Copy # 1 (White)</u> File by year date.	120	Destroy after 1 year.
(2)	<u>Copy # 2 (Yellow)</u> Merge with copy # 3 (501-11-3).	31,40 49,58 67,76 131 140	Unit 120: Return to originating unit(s). Other units: Destroy after 1 year.
(3)	<u>Copy # 3 (Pink)</u> Keep in 3-ring binder by CCN, and year date.	31,40 49,58 67,76 120	Destroy after 6 months.
<u>501-12</u>	<u>Student Intern Records</u> Includes correspondence with academic institutions for students enrolled in law enforcement programs. Case file A-Z by college or university, and year date.	31,40 49,58 67,76 111 131	Destroy after 2 years.
<u>501-13</u>	<u>Study/Survey Records</u> Includes administrative studies, and surveys for management operations.	31,40 49,58 67,76 19 109 120	Destroy when no longer needed.
<u>501-14</u>	<u>Other Records</u> Includes other administrative records not listed in the above file categories. Conform to unit filing practice.	Appliable unit(s)	Destroy when no longer needed.

May 1990

ITEM NO. (1)	TYPE OF RECORD (2)	UNIT NO. (3)	DISPOSITION (4)
<u>502</u>	<u>COMMUNICATIONS RECORDS</u> Includes communications records for internal/external information disseminations.		
<u>502-1</u>	<u>Accident Reports</u> Includes copies of motor vehicle accident reports for internal information. File by day, month, and year date.	31,40 49,58 67,76	Destroy after 30 days.
<u>502-2</u>	<u>Arrest Reports</u> File A-Z by defendant, and year date. Separate adults from juveniles.	31,40 49,58 67,76 118	Destroy after 30 days.
(1)	<u>Adult Reports</u>		
(2)	<u>Juvenile Reports</u>		
<u>502-3</u>	<u>Audio Tapes</u> Includes recorded radio, and telephone conversations. <u>SPECIAL INSTRUCTIONS:</u> Keep in secure area. Keep by day, month, and year date. Keep police shootings, killed officers, and other related special incidents. Limit access to authorized personnel.	30	Delete after 1 year. Recycle tape for reuse. Retain requested tapes until court/investigation needs satisfied, then purge.
<u>502-4</u>	<u>Commanders Information Reports</u> Includes special reports for bomb, civil disturbances, civil rights, cross burning, and injured persons incidents. Conform to unit filing practice.	10,12 14,22 23,26 31,40 49,58 67,76 97,98 100 104 111 107 131 142	Destroy when no longer needed.

May 1990

ITEM NO. (1)	TYPE OF RECORD (2)	UNIT NO. (3)	DISPOSITION (4)
<u>502-5</u>	<u>Communication Bulletins</u> Conform to unit filing practice.	20,20 12,14 22,23 31,40 49,58 67,76 97,98 99,19 113 120 107 131 142 105	Unit 22: Destroy after 5 years. Other units: Destroy when no longer needed.
<u>502-6</u>	<u>Confidential Logs</u> Restrict information to authorized personnel.	See Item 502-5	Unit 113: Destroy when no longer needed.
<u>502-7</u>	<u>Crime Solvers Records</u> Includes periodic crime news releases for television scripts, and announce- ments. File by week, month, and year date.	25	Destroy after 3 years.
<u>502-8</u>	<u>Daily Incident Reports</u> Includes copies of incident reports for District Station information. File by CCN, victim, sector, beat, crime category, day, month, and year date as needed.	31,40 49,58 67,76 Appli- cable unit(s)	destroy when no longer needed.
(1)	<u>Accident Reports</u>		
(2)	<u>Arrest Reports (Adults)</u>		
(3)	<u>Crimes Against Persons</u>		
(4)	<u>Crimes Against Property</u>		
(5)	<u>Juvenile Citations</u>		
(6)	<u>Youth Field Reports</u>		
(7)	<u>Other Reports</u>		

May 1990

ITEM NO. (1)	TYPE OF RECORD (2)	UNIT NO. (3)	DISPOSITION (4)
<u>502-9</u>	<u>Internal Electronic Messages</u> Conform to unit filing practice.	Appli- cable Unit(s)	Destroy when no longer needed.
<u>502-10</u>	<u>Line-Up Rosters</u> Includes suspect rosters for witness, and victim identifications. File by year date.	22,26 31,40 49,58 67,76 107 Appli- cable Unit(s)	Destroy when no longer needed.
<u>502-11</u>	<u>MILES/NCIC/NLETS Records</u> Includes telecommunications messages for stolen/recovered vehicles, license plates, boats, guns, securities, prop- erty, wanted persons, missing persons, and other inter/intra state law enforce- ment operations. See Item 515-10.		See Item 515-10.
(1)	<u>Boats</u> Unit 120: File in envelopes by CCN. Unit 139: Keep by NCIC file number, day, and year date.	120 139	Unit 139: Destroy after 5 years. Transfer copy to Police Records Center Unit 120: See Item 515-10.
(2)	<u>Guns</u> Unit 120. See Item 515-10. Unit 139: Keep by NCIC file number, day, and year date.	120 139	Unit 139: Destroy after 5 years. Transfer copy to Police Records Center.
(3)	<u>License Plates</u> Unit 120: See Item 515-10. Unit 139: Keep by NCIC file number, day, and year date.	120 139	Unit 139: Destroy 1 year after license expiration. Transfer copy to Police Records Center. Unit 120: See Item 515-10.

May 1990

ITEM NO. (1)	TYPE OF RECORD (2)	UNIT NO. (3)	DISPOSITION (4)
(4)	<u>Missing Persons</u> Unit 120: See Item 515-10. Unit 139: File A-Z by missing person. Separate adults from juveniles.	120 139	Unit 139: Destroy after person located. Unit 120. See Item 515-10.
(5)	<u>Property</u> Unit 120: See Item 515-10. Unit 139: Keep by NCIC file number, day, and year date.	120 139	Unit 139: Destroy after 2 years. Transfer copy to Police Records Center. Unit 120: See Item 515-10.
(6)	<u>Securities</u> Unit 120: See Item 515-10. Unit 139: Keep by NCIC file number, day, and year date.	120 139	Unit 139: Destroy after 5 years. Transfer copy to Police Records Center. Unit 120: See Item 515-10.
(7)	<u>Vehicles</u> Unit 120: See Item 515-10. Unit 139: Keep by NCIC file number, day, and year date.	120 139	Unit 139: Destroy after 5 years. Transfer copy to Police Records Center. Unit 120: See Item 515-10.
(8)	<u>Wanted Persons</u> Includes adults and juveniles wanted for felony, and misdemeanor warrants. Unit 120: See Item 515-10.	120 139	Unit 139: Des- troy after person locat- ed. Transfer copy to Police Records Center. Unit 120: See Item 515-10.

ITEM NO. (1)	TYPE OF RECORD (2)	UNIT NO. (3)	DISPOSITION (4)
<u>502-12</u>	<u>Missing Persons Logs</u> Includes records for missing persons, and runaways. File by year date.	31,40 49,58 67,76	Destroy after 1 year.
<u>502-13</u>	<u>Newsletter Records</u> Includes in-house publications for internal, and external information disseminations. Conform to unit filing practice.		Destroy when no longer needed. Other units: De- stroy when no longer needed.
(1)	<u>Featured Articles</u>	113	
(2)	<u>Original Copies (Galley Proofs)</u>	113	
(3)	<u>Newsletter Files</u>	113	
(4)	<u>Working Files</u>	113	
<u>502-14</u>	<u>News Releases</u> Includes media releases for major crimes, and incidents handled by field operations. Conform to unit filing practices.	31,40 49,48 67,76 113	Destroy after 5 years.
<u>502-15</u>	<u>Newspaper Clippings</u> Includes newspaper clippings for internal information.	113	Destroy when no longer needed.
<u>502-16</u>	<u>Other Messages</u> Keep by NCIC file number, day, and year date.	139	Destroy when no longer needed.
(1)	<u>Received Messages</u>		
			May 1990

ITEM NO. (1)	TYPE OF RECORD (2)	UNIT NO. (3)	DISPOSITION (4)
(2)	<u>Replied Messages</u>		
(3)	<u>Sent Messages</u>		
<u>502-17</u>	<u>Press Releases</u> Includes press releases for major crime, incidents handled by field operations. Unit 120: Merge with incident records. See Item 510-17. Other units: Conform to unit filing practice.	10,12 14,25 31,40 49,58 68,76 120 107 131	Unit 120: See Item 510-17. Other units: Destroy when no longer needed.
<u>502-18</u>	<u>Prisoner Log Records</u> Includes daily adult, juvenile arrest, and property logs/records. Keep by day, month, year date, and separated.	26,31 40,49 58,67 76 120 107 131	Unit 120: Destroy after 1 year. Other units: Destroy after 3 years.
(1)	<u>Adult Logs</u>		
(2)	<u>Juvenile Logs</u>		
(3)	<u>Property Logs (Adult)</u>		
(4)	<u>Property Logs (Juveniles)</u>		
<u>502-19</u>	<u>Rosters/Directories</u> Includes personnel rosters, compliments, listings, and registers for departmental personnel use. Keep in 3-ring binders apart from subject files. Store in bookcase(s) for user access.	AU	Destroy when superseded or obsolete.
<u>502-20</u>	<u>Telephone Records</u> Includes telephone messages/records for internal/external communications. File by month, and year date.	AU	Destroy after 30 days.

May 1990

ITEM NO. (1)	TYPE OF RECORD (2)	UNIT NO. (3)	DISPOSITION (4)
<u>502-21</u>	<u>Teletype Write-Up Records</u> Includes handwritten messages for internal, and external recipients.	139	Destroy after 1 year.
<u>502-22</u>	<u>Training Bulletins</u> Includes in-house training bulletins issued by Police Academy. File by month, and year date.	9,22 23,24 109 111 142	Unit 9: Destroy after 2 years. Other units: Destroy when no longer needed.
<u>502-23</u>	<u>Vehicle Impound Records</u> Includes duplicate vehicle impound reports for internal information. File by day, month, and year date.	22,31 40,49 58,67 76, 139	Destroy after 1 year.
<u>502-24</u>	<u>Vehicle Repossessions</u> Includes repossessed private vehicles for non-payment. Keep in fastener(s) by year date.	22 139	Destroy after 1 year.
<u>502-25</u>	<u>Other Records</u> Includes other records not listed in above file categories. Conform to unit filing practice.	Appli- cable units.	Destroy when no longer needed.

May 1990

ITEM NO. (1)	TYPE OF RECORD (2)	UNIT NO. (3)	DISPOSITION (4)
<u>503</u>	<u>DATANOMICS RECORDS</u> Includes machine/computer readable records, disks, tapes, digitized records, and other non-paper media.		
<u>503-1</u>	<u>Automated Identification System</u> Includes computerized fingerprints for missing children, criminal offenders and applicants. NOTE: For system access, see <u>User's Manual</u> .		
(1)	<u>Adult Prints</u>	118	Delete when offender becomes 61 years old. Retain in inactive file until defendant reaches age 75, then destroy.
(2)	<u>Affiliated LEA Prints</u>	118	Delete when offender becomes 25 years old.
(3)	<u>Civilian Prints</u>	118	Delete 1 year after employee separation.
(4)	<u>Fortune Teller Prints</u>	118	Purge periodically with new printing.
(5)	<u>Hacker/Taxi Driver Prints</u>	118	Purge periodically with new printing.
(6)	<u>Juvenile Prints</u>	118	Delete when offender becomes 21 years old.
(7)	<u>Masseuse Prints</u>	118	Purge periodically with new printing. May 1990

ITEM NO. (1)	TYPE OF RECORD (2)	UNIT NO. (3)	DISPOSITION (4)
(8)	<u>Missing Children Prints</u>	118	Delete after 7 years.
(9)	<u>Non-Affiliated LEA Prints</u>	118	Delete when offender becomes 61 years old.
(10)	<u>Police Prints</u>	118	Delete 1 year after employee separation.
(11)	<u>Studio Model Prints</u>	118	Purge periodically with new printing.
<u>503-2</u>	<u>Computer Assisted Dispatch System</u> Includes on-line information for police/citizen calls for service.		
(1)	<u>Complaint History File</u>	30	Delete after 10 days. Recycle purged disk/tape.
(2)	<u>Directory File</u>	30	Delete when file updated.
(3)	<u>Geo-File</u>	30	Delete when file updated.
(4)	<u>Personnel File</u>	30	Delete when file updated.
(5)	<u>Premise History File</u>	30	Delete when file updated.
(6)	<u>Skills File</u>	30	Delete when file updated.
<u>503-3</u>	<u>Electronic Mail System</u>	10,12 14,18 31,40 49,58 67,76 104 111 120 131 143	Delete message after displayed.

May 1990

ITEM NO. (1)	TYPE OF RECORD (2)	UNIT NO. (3)	DISPOSITION (4)
<u>503-4</u>	<u>Name Index System</u> Includes computerized information system for agency personnel. Note: Merged with Police Management System. See Item 503-5. For system access, see <u>Name Index Manual</u> .	10,12 14,31 40,49 58,67 76,19 111 120 131 136 139 143	
(1)	<u>Accident File</u>		Delete after 3 years.
(2)	<u>Adult File</u>		Retain until offender becomes 75 years old. Convert to COM tape when offender has not been arrested within 10 years. Retain COM tape for 25 years, then destroy.
(3)	<u>Incident File</u>		Retain for 5 years. Convert to COM tape when offender has not been arrested within 10 years. Retain COM record for 20 additional years, then destroy.
(4)	<u>Juvenile File</u>		Retain until offender becomes 21 years old. Convert

May 1990

ITEM NO. (1)	TYPE OF RECORD (2)	UNIT NO. (3)	DISPOSITION (4)
503-5	<u>Police Management System</u> Includes computerized dispatch, incident, accident, alcohol, property, adult, juvenile, and fingerprint information stored in main frame disks, and tapes. For system access, see <u>Police User's Manual.</u>	8,10 12,14 22,29 31,40 49,58 67,76 85,89 115 118 120 122 133 139	to COM tape for 9 additional years, then destroy. Retain for 2 years. Convert to COM tape for 25 years retention.
(1)	<u>Adult Arrest Reports</u>		
(2)	<u>CAD Records</u> Includes information exchanges between dispatchers, and officers with/without incident reports.		
(3)	<u>Computer Aided Dispatch Reports</u>		
(4)	<u>Crime Analysis Reports</u>		
(5)	<u>Incident Reports</u> Includes crimes against persons, property, and society, including non-criminal events.		
(6)	<u>Juvenile Arrest Reports</u>		
(7)	<u>Person Reports</u>		
(8)	<u>Property Reports</u>		
(9)	<u>Suspect Reports</u>		
(10)	<u>UCR Reports</u>		
(11)	<u>Vehicle Reports</u>		

May 1990

ITEM NO. (1)	TYPE OF RECORD (2)	UNIT NO. (3)	DISPOSITION (4)
(12)	<u>Other Reports</u> Including juvenile loitering/curfew violations.	120	Delete when offender becomes 18 years old.
<u>503-6</u>	<u>Personal Computer System</u> Includes on-line information processed by stand-alone/dedicated personal computers paid for by county or personal funds.	8,16 22,85 92 109 111	Purge file when no longer needed. Re-use disk or tape. Live documentation reverts to operating unit when system user transfers or terminates employment.
<u>503-7</u>	<u>Precious Metals System</u> Includes computerized precious metals, and pawn property bought/sold by dealers. NOTE: For system access, see <u>Precious Metals Manual.</u>	8,10 12,14 22,29 31,40 49,58 67,76 19 115 118 120 121 131 142	Retain for 2 years. Convert to COM tape for 3 years retention.
<u>503-8</u>	<u>Use of Force File</u>	8	Delete 1 year after employee separation.
<u>503-9</u>	<u>Word Processing System</u> Includes office automation records processed by shared/main frame word processing equipment.	7,8 10,12 14,18 22,31 40,49 58,67 76,88 92,99 100 109 111 142 105	Purge file when no longer needed. Re-use disk or tape.

May 1990

ITEM NO. (1)	TYPE OF RECORD (2)	UNIT NO. (3)	DISPOSITION (4)
<u>504</u>	<p><u>DIRECTIVES RECORDS</u></p> <p>Includes internal/external policy memoranda, general orders, rules, regulations, procedures, and other instructional materials to direct present, and future police operations.</p> <p><u>SPECIAL INSTRUCTIONS:</u></p> <p>Keep in 3-ring binder(s).</p> <p>Store in bookcase(s).</p> <p>File A-Z by type, and number.</p> <p>Index by subject, and number.</p> <p>Keep apart from other records.</p> <p>Distribute to affected units.</p> <p>Establish acknowledgment procedures.</p> <p>Follow updating procedures.</p> <p>Purge obsolete issuances.</p> <p>Adhere to disposition standards.</p>		
<u>504-1</u>	<p><u>County Government Directives</u></p> <p>Includes directives issued by the County Executive, and/or Chief Administrative Officer.</p>		Destroy when superseded or obsolete.
(1)	<u>Administrative Directives</u>	19	
(2)	<u>Administrative Orders</u>	4,31 40,49 67,76 99,19 120 107	

May 1990

ITEM NO. (1)	TYPE OF RECORD (2)	UNIT NO. (3)	DISPOSITION (4)
(3)	<u>Administrative Procedures</u>	6,31 40,49 58,67 76,92 99,19 113 120 121 131 142	
(4)	<u>Executive Orders</u>	31,40 49,58 67,76 99,19 104 135 120 142	Destroy when superseded or obsolete.
(5)	<u>Memoranda</u>	19 111	Unit 19: Microfilm hardcopy. Destroy hardcopy after film inspection. Retain film cartridge permanently. Other units: Destroy when superseded or obsolete.
(6)	<u>Operations Memoranda</u>	31,40 49,58 67,76 19	Destroy when superseded or obsolete.
(7)	<u>Special Orders</u>	19 111	Unit 19: Microfilm hardcopy. Destroy hardcopy after film inspection. Retain film cartridge permanently.

May 1990

ITEM NO. (1)	TYPE OF RECORD (2)	UNIT NO. (3)	DISPOSITION (4)
			Other units: Destroy when superseded or obsolete.
(8)	<u>Uniform Operations Memoranda</u>	31,40 49,58 67,76	Destroy when superseded or obsolete.
<u>504-2</u>	<u>External Directives</u>	111 120	Destroy when superseded or obsolete.
<u>504-3</u>	<u>Governor's Executive Orders</u> Includes executive orders issued by the Governor of Maryland. Keep in 3-ring binder.	19 120	Destroy when superseded or obsolete.
<u>504-4</u>	<u>Internal Directives</u> Includes directives issued by the Chief of Police.		
(1)	<u>Current Directives</u>	AU	Holding units: Destroy when superseded or obsolete.
(2)	<u>Directives (Proposals)</u>	10,12 14,22 23,31 40,49 58,67 76,92 97,98 19 104 116 120 107 142 Appli- cable Unit(s)	Destroy after 1 year.

May 1990

ITEM NO. (1)	TYPE OF RECORD (2)	UNIT NO. (3)	DISPOSITION (4)
(3)	<u>Directives (Rescinded)</u>	111	Microfilm hardcopy. Destroy hard- copy after film inspec- tion. Retain film cartridge permanently.
(4)	<u>General Orders</u>	22,23 31,40 49,58 67,76 97,19 104 111 113 121 131	Unit 111: Microfilm hardcopy. Destroy hard- copy after film inspec- tion. Retain film cartridge permanently. Other units: Destroy when superseded or obsolete.
<u>504-5</u>	<u>Rules/Regulations</u> Includes rules/regulations issued by county, state, and federal governments.		
(1)	<u>County Government</u> File A-Z by title, and year date.	19	Destroy when superseded or obsolete.
(2)	<u>Federal Government</u> File A-Z by title, and year date.	19 120	Destroy when superseded or obsolete.
(3)	<u>State Government</u> File A-Z by title, and year date.	19 120	Destroy when superseded or obsolete.
(4)	<u>Other State Governments</u> File A-Z by issuing agency, and year date.	59 120	Destroy when no longer needed.
			May 1990

ITEM NO. (1)	TYPE OF RECORD (2)	UNIT NO. (3)	DISPOSITION (4)
<u>504-6</u>	<u>SOP Records</u> Includes manuals/handbooks for operating procedures. Keep in Bookcase(s).	31,40 49,58 67,76 104 113 120 122	Destroy when superseded or obsolete.
(1)	<u>External SOP's</u>	111 19 120	Destroy when superseded or obsolete.
(2)	<u>Internal SOP's</u>	AU	Destroy when superseded or obsolete.
<u>504-7</u>	<u>U.S. Executive Orders</u> Conform to unit filing practice.	19 120	Destroy when superseded or obsolete.
<u>504-8</u>	<u>Other Records</u> Includes other records not listed in above file categories. Conform to unit filing practice.	Appli- cable unit(s)	Destroy when superseded or obsolete.

May 1990

ITEM NO. (1)	TYPE OF RECORD (2)	UNIT NO. (3)	DISPOSITION (4)
<u>505</u>	<u>EMERGENCY OPERATIONS RECORDS</u> Includes emergency management plans for natural, and man-made disasters, events, and other unusual occurrences.		
<u>505-1</u>	<u>Barricade Operations Plans</u> File A-Z by plan, and year date.	19,131	Destroy when superseded or obsolete.
<u>505-2</u>	<u>Biological Warfare Plans</u> Includes emergency disaster assistance for biological warfare operations.	19,131	Destroy when superseded or obsolete.
<u>505-3</u>	<u>Bomb Emergency Plans</u> Includes bomb threats, and disposal operations. File A-Z by plan, and year date.	19,131	Destroy when superseded or obsolete.
<u>505-4</u>	<u>Chemical Warfare Plans</u> Includes emergency disaster assistance for chemical warfare operations. File A-Z by plan, and year date.	19,131	Destroy when superseded or obsolete.
<u>505-5</u>	<u>Chemical Wastes Disaster Plans</u> Includes emergency disaster assistance for chemical wastes disaster operations. File A-Z by plan, and year date.	19,131	Destroy when superseded or obsolete.
<u>505-6</u>	<u>Civil Disturbance Plans</u> Includes riots, disorders, and other violence associated with dissident gatherings, marches, rock concerts, political conventions, and labor disputes. File A-Z by plan, and year date.	10,12 14,31 40,49 58,67 76,19 120 131	Destroy when superseded or obsolete.

May 1990

ITEM NO. (1)	TYPE OF RECORD (2)	UNIT NO. (3)	DISPOSITION (4)
<u>505-7</u>	<u>Contingency Plans</u> Includes contingency plans for emergency occurrences in correctional or other institutions. File A-Z by plan, and year date.	19,131	Destroy when superseded or obsolete.
<u>505-8</u>	<u>Desegregation Plans</u> File A-Z by plan, and year date.	19,131	Destroy when superseded or obsolete.
<u>505-9</u>	<u>Emergency Evacuation Plans</u> File A-Z by plan, and year date.	26,31 40,49 58,67 76,97 120 107 131	Destroy when superseded or obsolete.
<u>505-10</u>	<u>Emergency Notification Records</u> Includes notification records for businesses affected by emergency conditions. File by year date.	22,131	Destroy when superseded or obsolete.
<u>505-11</u>	<u>Emergency Radio Network Plans</u> File A-Z by plan, and year date.	120	Destroy when superseded or obsolete.
<u>505-12</u>	<u>Hazardous Substance Plans</u> File A-Z by plan, and year date.	19,131	Destroy when superseded or obsolete.
<u>505-13</u>	<u>Hostage Operations Plans</u> File A-Z by plan, and year date.	19,131	Destroy when superseded or obsolete.
<u>505-14</u>	<u>Labor Strike Plans</u> File A-Z by plan, and year date.	19,114 131	Destroy when superseded or obsolete.
<u>505-15</u>	<u>Mobilization Plans</u> Includes countywide plans for county buildings, and facilities. File A-Z by plan, and year date.	10,12 14,31 40,49 58,67 76,19 120 131	Destroy when superseded or obsolete.
			May 1990

ITEM NO. (1)	TYPE OF RECORD (2)	UNIT NO. (3)	DISPOSITION (4)
<u>505-16</u>	<u>Mutual Aid Plans</u> Includes natural/man-made events/other occurrences plans. File A-Z by plan, and year date.	10,12 14,31 40,49 58,67 76,19 131	Destroy when superseded or obsolete.
<u>505-17</u>	<u>Natural Disaster Plans</u> Includes floods, hurricanes, earthquakes, explosions, and tornadoes. File A-Z by plan, and year date.	10,12 14,19 131	Destroy when superseded or obsolete.
<u>505-18</u>	<u>Nuclear Warfare Plans</u> Includes emergency assistance for atomic, hydrogen, and nuclear attacks. File A-Z by plan, and year date.	10,12 14,19, 131	Destroy when superseded or obsolete.
<u>505-19</u>	<u>Physical Security Plans</u> Includes security plans for police facilities, and buildings. File A-Z by plan, and year date.	31,40 49,58 67,76 120	Destroy when superseded or obsolete.
<u>505-20</u>	<u>Public Safety Master Plans</u> File A-Z by plan, and year date.	19,138	Destroy when superseded or obsolete.
<u>505-21</u>	<u>Public Service Security Records</u> Includes daily public service security authorization records. File by year date.	40	Destroy after 1 year.
<u>505-22</u>	<u>Snow Emergency Plans</u> File A-Z by plan, and year date.	31,40 49,58 67,76 131	Destroy when superseded or obsolete.
<u>505-23</u>	<u>Special Events Coverage Plans</u> File A-Z by event plan, and year date.	19,131	Destroy when superseded or obsolete.

May 1990

ITEM NO. (1)	TYPE OF RECORD (2)	UNIT NO. (3)	DISPOSITION (4)
<u>505-24</u>	<u>Tactical Dispatch Plans</u> Includes dispatching plans for crimes in progress, and other tactical operations. File A-Z by plan, and year date.	22	Destroy when superseded or obsolete.
<u>505-25</u>	<u>Terrorist Control Plan</u> File A-Z by plan, and year date.	131	Destroy when superseded or obsolete.
<u>505-26</u>	<u>Traffic Control Plans</u> Includes contingency plans for traffic management. File A-Z by plan, and year date.	31,40 49,58 67,76 131	Destroy when superseded or obsolete.
<u>505-27</u>	<u>VIP Security Plans</u> Includes protection services for executive personnel. File A-Z by plan, and year date.	19,49 131	Destroy when superseded or obsolete.
<u>505-28</u>	<u>Water Emergency Operations Plans</u> File A-Z by plan, and year date.	19,131	Destroy when superseded or obsolete.
<u>505-29</u>	<u>Other Records</u> Includes other emergency related records not listed in above file categories. Conform to unit filing practice.	Appli- cable unit(s)	Destroy when no longer needed.

May 1990

ITEM NO. (1)	TYPE OF RECORD (2)	UNIT NO. (3)	DISPOSITION (4)
<u>506</u>	<u>FINGERPRINT RECORDS</u> Includes fingerprints, and palm prints for criminal, and non-criminal identification.		
<u>506-1</u>	<u>Affiliated LEA Prints</u> Includes adult, juvenile, and latent prints collected from affiliated police departments. File by agency assigned number, and identification number.		
(1)	<u>Adult Prints</u>	118	Retain until offender becomes 75 years old, then return to originating agency for disposal.
(2)	<u>Juvenile Prints</u>	118	Retain until offender becomes 21 years old, then return to originating agency for disposal.
(3)	<u>Latent Prints</u>	118	Return to originating agency after analysis for disposal.
<u>506-2</u>	<u>Criminal Prints</u> Includes fingerprints for adult, and juvenile offender identifications.		
(1)	<u>Adult Prints</u> File by identification number. Keep apart from juvenile prints.	118	Retain 1 MASTER fingerprint card until offender becomes 75 years old, then destroy. May 1990

ITEM NO. (1)	TYPE OF RECORD (2)	UNIT NO. (3)	DISPOSITION (4)
(2)	<u>FBI Prints</u> Includes adult prints rejected by FBI.	26,31 40,49 58,67 76,107 131 118, 120	Destroy after 30 days.
(3)	<u>Juvenile Prints</u> File by identification number . Keep apart from adult offenders.	118	Retain until offender be- comes 21 years old, then destroy.
<u>506-3</u>	<u>Non-Affiliated LEA Prints</u> Includes adult, and juvenile prints collected from non-affiliated local, state, and federal law enforcement agencies.		
(1)	<u>Adult Prints</u> Keep by file number, and agency identification number. Keep apart from juvenile prints.	118	Retain 1 MASTER finger- print card until offender becomes 75 years old. Return duplicate prints to originating agency for disposal.
(2)	<u>Juvenile Prints</u> Keep by file number and agency identification number. Keep apart from adult prints.	118	Retain until offender be- comes 18 years old. Return to originating agency for disposal.
<u>506-4</u>	<u>Non-Criminal Prints</u> Includes fingerprints for employment, and licensing.		

May 1990

ITEM NO. (1)	TYPE OF RECORD (2)	UNIT NO. (3)	DISPOSITION (4)
(1)	<u>Civilian Employees</u> Includes fingerprints for agency employees engaged in police support operations. File A-Z by employee name.	118	Destroy 1 year after employee separation.
(2)	<u>Fortune Tellers</u> Includes fingerprints for licensed persons engaged in fortune telling activities. File by year date.	118	Destroy 1 year after last printing.
(3)	<u>Hackers/Taxi Drivers</u> Includes fingerprints for licensed persons engaged in passenger carrying vehicles. File by year date.	118	Destroy 1 year after last printing.
(4)	<u>Inked Prints</u> Includes fingerprints for identified deceased offenders/victims. File by CCN.	118	Microfilm hardcopy. Destroy hardcopy after film inspection. Destroy film cartridges after 15 years.
(5)	<u>Masseurs/Masseuses</u> Includes fingerprints for licensed massage establishment personnel. File by year date.	118	Destroy 1 year after last printing.
(6)	<u>Missing Children</u> Includes fingerprints for missing children. File by assigned number.	118	Destroy after 7 years.

May 1990

ITEM NO. (1)	TYPE OF RECORD (2)	UNIT NO. (3)	DISPOSITION (4)
(7)	<u>Police</u> Includes fingerprints for agency police personnel engaged in law enforcement operations. File A-Z by name.	118	Destroy 1 year after employee separation.
(8)	<u>Studio Models</u> Includes fingerprints for licensed commercial model studio personnel. File by year date.	118	Destroy 1 year after last
<u>506-5</u>	<u>Photo Information Sheets</u> Includes in the applicable adult/ juvenile envelope. See Item 515-7(10).	118	See Item 515-7(10).
<u>506-6</u>	<u>Other Records</u> Includes other fingerprint related records not listed in above file categories. Conform to unit filing practice.	Applicable unit(s)	Destroy when no longer needed.

May 1990

ITEM NO. (1)	TYPE OF RECORD (2)	UNIT NO. (3)	DISPOSITION (4)
<u>507</u>	<u>FISCAL RECORDS</u> Includes records for agency budget preparation, revenue collection, disbursement, payroll, procurement, and other fiscal operations.		
<u>507-1</u>	<u>Bad Check Transmittals</u> Includes records for non-collectible checks. File by fiscal year.	92,120	Destroy after 1 year.
<u>507-2</u>	<u>Bank Deposits</u> Merge with revenue collection records. See 507-18.	92,114 120	See Item 507-17
<u>507-3</u>	<u>Bills/Invoices</u> Includes receipts/bills/invoices for expenditures/payments.	31,40 49,58 67,76 92,120	Unit 92: Destroy after 3 years. Other units: Destroy after 1 year.
<u>507-4</u>	<u>Budget Records</u> Includes estimates/requests/other records for operating budget preparation.	AU	Unit 92: Destroy after 3 years. Other units: Destroy after 2 years.
<u>507-5</u>	<u>Capital Budget Records</u> Includes estimates/projections/other related records for capital improvement expenditures. File by fiscal year.	31,40 49,58 67,76 92,97 107 131	Unit 92: Destroy after 3 years. Other units: Destroy after 2 years.
<u>507-6</u>	<u>Collection/Transmittal Records</u> Includes turn-in moneys for courts. File by fiscal year.	115	Destroy after 3 years.

May 1990

ITEM NO. (1)	TYPE OF RECORD (2)	UNIT NO. (3)	DISPOSITION (4)
<u>507-7</u>	<u>Expense Reimbursements</u> Includes employee expense reimbursement records.	92	Destroy after 2 years.
<u>507-8</u>	<u>Journal Entry Records</u> Includes expense records for abandoned vehicles, and narcotics funds. Keep by fiscal year.	92,105	Unit 92: Destroy after 3 years. Unit 105: Destroy after 2 years.
<u>507-9</u>	<u>Payment Records</u> Includes payments for goods/ services purchased from vendors.		
(1)	<u>Landfill Payments</u> File by fiscal year.	92	Destroy after 2 years.
(2)	<u>Vendor Payments</u> File by month, and fiscal year.	92	Destroy after 2 years.
<u>507-10</u>	<u>Pay Schedule Records</u> Includes salary information for union, crossing guard, sworn, and general scale personnel. Keep in 3-ring binder(s), and by year date.	92,109	Destroy when superseded or obsolete.
<u>507-11</u>	<u>Payroll Records</u> Includes daily personnel reports, time sheets, and other records for payroll. <u>SPECIAL INSTRUCTIONS:</u> Unit 92: File A-Z by station, unit, squad, etc., and by payroll period, and fiscal year. Other units: File by payroll period, and fiscal year.	AU	Unit 92: Destroy after 3 years. Other units: Destroy after 1 year.

May 1990

ITEM NO. (1)	TYPE OF RECORD (2)	UNIT NO. (3)	DISPOSITION (4)
(1)	<u>Athletic Events Compensation</u> Conform to unit filing practice.		
(2)	<u>Compensatory Pay</u> Conform to unit filing practice.		
(3)	<u>Court Compensation</u> Conform to unit filing practice.		See Item 507-11. Trans- fer to Unit 92 as needed.
(4)	<u>Holiday Compensation</u> Conform to unit filing practice.		See Item 507-11. Trans- fer to Unit 92 as needed.
(5)	<u>Overtime Compensation</u> Conform to unit filing practice.		See Item 507-11. Trans- fer to Unit 92 as needed.
(6)	<u>Time Sheets/Daily</u> Merge with applicable payroll records. See Item 507-10.		See Item 507-10. Transfer to Unit 92 as needed.
<u>507-12</u>	<u>Petty Cash Records</u> Includes payment requests, receipts, and cash reconciliation vouchers for petty cash operations. Keep by fiscal year.	92	Destroy 1 year after county audit.
<u>507-13</u>	<u>Purchase Records</u> Includes purchase orders for supplies, equipment, and other services. File by fiscal year.	92,19 120 133 141 Appli- cable unit(s)	Unit 92: Destroy after 2 years. Other units: Destroy after 1 year.

May 11990

ITEM NO. (1)	TYPE OF RECORD (2)	UNIT NO. (3)	DISPOSITION (4)
(1)	<u>Field Purchase Orders</u> Includes field purchase orders, invoices, and other related records for materials/supplies under \$300. Case file A-Z by vendor, and fiscal year.	92 Appli- cable unit(s)	See Item 507-13.
(2)	<u>Purchase Orders</u> Includes purchase orders, invoices, and other related records for goods/services over \$300. Attach/staple to applicable purchase order.	92,19 120 133 Appli- cable unit(s)	See Item 507-13.
<u>507-14</u>	<u>Receipts</u> Includes receipts for clothing, equipment, police report sales, and other revenues/expenditures.	Appli- cable unit(s)	
(1)	<u>Clothing Allowance</u> Conform to unit filing practice.	133	Destroy after 2 years.
(2)	<u>Equipment Allowance</u> Conform to unit filing practice.	133	Destroy after 2 years.
(3)	<u>Report Sales</u> Unit 92: Merge with revenue collection records. See Item 507-17. Unit 120: File by fiscal year.	92,120	Unit 92: Destroy after 2 years. Unit 120: Destroy after 1 year.
(4)	<u>Vehicle Impound</u> Includes receipts for vehicle impound storage/towing fees.	143	Destroy after 3 years.
<u>507-15</u>	<u>Receiving Reports</u> Attach/staple to applicable purchase order. See Item 507-13.	92	See Item 507-13.

May 1990

ITEM NO. (1)	TYPE OF RECORD (2)	UNIT NO. (3)	DISPOSITION (4)
<u>507-16</u>	<u>Requisition records</u> Includes requisitions for consumable office supplies, equipment, and other services.	Appli- cable unit(s)	
(1)	<u>Equipment/Supplies</u> File by fiscal year.	AU	Unit 92: Destroy after 2 years. Other units: Destroy after 1 year.
(2)	<u>Printing/Binding</u> File by month, and fiscal year as needed.	92,113 141 142	Unit 92: Destroy after 2 years. Other units: Destroy after 1 year.
(3)	<u>Stores Requests</u> Includes quarterly requisitions for consumable office supplies/equipment expenditures. Unit 92: File A-Z by district station, and fiscal year. Other units: File by fiscal year.	31,40 49,58 67,76 92	Unit 92: Destroy after 2 years. Other units: Destroy after 1 year.
<u>507-17</u>	<u>Revenue Collection Records</u> Includes receipts, transmittals, and bank deposits for police records sales, and property auction sales. Unit 92: Keep by unit, month, and fiscal year. Other units: File by fiscal year.	92,115 120	Unit 92: Destroy after 2 years. Other units: Destroy after 1 year.
<u>507-18</u>	<u>Special Fund Records</u> Includes expenditure records for intelligence operations. File by fiscal year.	105	Retain for 2 years, and until audited, then destroy.

May 1990

ITEM NO. (1)	TYPE OF RECORD (2)	UNIT NO. (3)	DISPOSITION (4)
<u>507-19</u>	<u>Travel Vouchers</u> Includes employee travel expense records. File by fiscal year.	92	Destroy after 2 years. Other units: Destroy after 1 year.
<u>507-20</u>	<u>Other Records</u> Includes other fiscal related records not listed in above file categories. Conform to unit filing practice.	Appli- cable unit(s)	Destroy when no longer needed.

May 1990

ITEM NO. (1)	TYPE OF RECORD (2)	UNIT NO. (3)	DISPOSITION (4)
<u>508</u>	<u>LEGISLATIVE/LEGAL RECORDS</u> Includes local, state, federal laws, legal opinions, and other related records.		
<u>508-1</u>	<u>Civil Suits</u> Includes civil suits filed in circuit, and federal courts for police misconduct cases. Case file A-Z by defendant, and year date.		
(1)	<u>Circuit Court</u>	19,103	Destroy 3 years after final court decision.
(2)	<u>Federal Court</u>	19,103 120	Destroy 3 years after final court decision.
<u>508-2</u>	<u>Laws</u> Includes county ordinance, state, and federal laws.	Appli- cable unit(s)	Destroy when updated or obsolete.
(1)	<u>County Ordinances</u> File A-Z by subject, bill, number, and year date.	4,81 40,49 58,67 76,19 109 120 131 143	
(2)	<u>Federal Laws</u> File A-Z by subject, number, and year date.	6,31 40,49 58,67 76,19 120 122 107 131 142	
			May 1990

ITEM NO. (1)	TYPE OF RECORD (2)	UNIT NO. (3)	DISPOSITION (4)
(3)	<u>State Laws</u> File A-Z by subject, number, and year date.	4,31 40,49 58,67 76,120 143	
(4)	<u>Other State Laws</u> File A-Z by subject, originating state, and year date.	19,120	
<u>508-3</u>	<u>Legal Opinions</u> Includes legal opinions/advisories issued by police legal advisors, state, and federal courts. File A-Z by subject, and year date.	23,26 31,40 49,58 67,76 19,120 122 107 131 142	Destroy when superseded or obsolete.
(1)	<u>County Law Office</u>		
(2)	<u>Police Legal Advisors</u>		
(3)	<u>State Attorney General</u>		
(4)	<u>U.S. Attorney General</u>		
<u>508-4</u>	<u>Maryland House Bills</u> File A-Z by title, number, and year date.	23,19 120 Appli- cable unit(s)	Destroy when updated or obsolete.
<u>508-5</u>	<u>Maryland Senate Bills</u> File A-Z by title, number, and year date.	23,19 120 Appli- cable unit(s)	Destroy when no longer needed.
<u>508-6</u>	<u>Resolutions</u> Includes resolutions adopted by the County Council, Maryland General Assembly, and U.S. Congress.	19	Destroy when no longer needed.
			May 1990

ITEM NO. (1)	TYPE OF RECORD (2)	UNIT NO. (3)	DISPOSITION (4)
(1)	<u>County Government</u> File A-Z by subject, and year date.	19	
(2)	<u>Federal Government</u> File A-Z by subject, and year date.	19	
(3)	<u>State Government</u> File by subject, and year date.	19	
<u>508-7</u>	<u>U.S. House Bills</u> File A-Z by title, number, and year date.	19	Destroy when updated or obsolete.
<u>508-8</u>	<u>U.S. Senate Bills</u> File A-Z by title, number, and year date.	3,19 120	Destroy when updated or obsolete
<u>508-9</u>	<u>Other Records</u> Includes other legislation related records not listed in above file categories. Conform to unit filing practice.	Appli- cable unit(s)	Destroy when no longer needed.

May 1990

ITEM NO. (1)	TYPE OF RECORD (2)	UNIT NO. (3)	DISPOSITION (4)
<u>509</u>	<u>PERSONNEL RECORDS</u> Includes employee career development, selection, recruitment, promotion, examination, training, grievance, health/safety, discipline, leave, evaluation, and other related personnel records.		
<u>509-1</u>	<u>Case Disposition Records</u> Includes conduct/performance investigations with case dispositions. Include in the applicable Internal Affairs File. See Item 509-11.	99	See Item 509-11.
<u>509-2</u>	<u>Eligibility Certificates</u> Includes certificates/lists for civilian positions/employees eligible for hiring. Keep in 3-ring binder(s), and year date.	109	Destroy after 6 months.
(1)	<u>Eligible Certificates</u>	109	Transfer to Applicant Investigation Unit for employment determination.
(2)	<u>Ineligible Certificates</u>	109	Destroy after 1 year.
<u>509-3</u>	<u>Employee Action Notifications</u> Includes EAN's and employee history cards/ledgers for employee personnel actions. NOTE: Merge with Personnel File upon employee termination. See 509-17.	109	Microfilm hardcopy after employee separation. Destroy hardcopy after film inspection. Destroy film cartridge after 75 years.
			May 1990

ITEM NO. (1)	TYPE OF RECORD (2)	UNIT NO. (3)	DISPOSITION (4)
(1)	<u>Civilian EAN's</u>	109	See Item 509-3.
(2)	<u>Crossing Guard EAN's</u>	109	See Item 509-3.
(3)	<u>Police EAN's</u>	109	See Item 509-3.
<u>509-4</u>	<u>Employment Applications</u> Includes employment applications/ resumes, other related records for police employ. <u>SPECIAL INSTRUCTIONS:</u> . Separate passed, failed, rejected, . or non-scheduled applicants. . Keep applications by employment . category. . Include applications selected for . employment in the applicable . official Personnel File. . See Item 509-17.	109	Tested/failed applications: Destroy after 1 year. Tested/passed applications: Transfer to Unit 109 for merge with Personnel File. See 507-17.
(1)	<u>Civilian Positions</u> File A-Z by applicant name, and test date.	109	
(2)	<u>Crossing Guard Positions</u> File A-Z by applicant name, and test date.	109	
(3)	<u>Police Positions</u> File A-Z by applicant name, and test date.	109	
(4)	<u>Other Positions:</u> Includes police applicants from other states. File A-Z by applicant name, state, and year date.	109	

May 1990

ITEM NO. (1)	TYPE OF RECORD (2)	UNIT NO. (3)	DISPOSITION (4)
<u>509-5</u>	<u>Employment Investigation Records</u> Includes pre-employment/background investigations for civilian, and police personnel, including personal history statements. <u>SPECIAL INSTRUCTIONS:</u> <ul style="list-style-type: none"> . Keep in secure area. . Keep apart from personnel files. . Keep in locked file cabinet. . Limit access to authorized personnel. . Separate hired, and non-hired applicants. 	3,109 121	
(1)	<u>Civilian Applicants</u> Case file A-Z by applicant name, and year date.	3,109 121	Destroy after 5 years. Transfer to County Records Center for off-site storage.
(2)	<u>Crossing Guard Applicants</u> Case file A-Z by applicant name, and year date.	3,109 121	See Item 509-5 (1).
(3)	<u>Police Applicants</u> File A-Z by applicant name, and year date.	3,109 121	Microfilm hardcopy. Destroy hardcopy after film inspection. Destroy film cartridge after 25 years.

May 1990

ITEM NO. (1)	TYPE OF RECORD (2)	UNIT NO. (3)	DISPOSITION (4)
<u>509-6</u>	<u>Examination Records</u> Includes examination records for civilian crossing guard, and police employment. <u>SPECIAL INSTRUCTIONS</u> <ul style="list-style-type: none"> . Keep apart from personnel files. . Keep in secure area. . Store in locked file cabinets. . Limit access to authorized personnel. . Separate passed, and failed applicants. . Separate civilian from police promotions. . Place in manila envelopes. . Destroy by shredding. 	109	Destroy after 3 years. Transfer to County Records Center for off-site storage
(1)	<u>Civilian Test Records</u> Case file A-Z by applicant name, and year date.	109	See Item 509-6.
(2)	<u>Crossing Guard Test Records</u> Case file A-Z by applicant, position, and test date.	109	See Item 509-6.
(3)	<u>In-Service Test Records</u> Includes tests for module in-service training courses taught by Police personnel.	9	See Item 509-6.
(4)	<u>Oral Examinations</u> File A-Z by rank/position, and year date.	109	See Item 509-6.

May 1990

ITEM NO. (1)	TYPE OF RECORD (2)	UNIT NO. (3)	DISPOSITION (4)
(5)	<u>Police Test Records</u> File A-Z by applicant, session number, and year date.	109	See Item 509-6.
(6)	<u>Other Examinations</u> File A-Z by type of test, and year date.	109	See Item 509-6.
<u>509-7</u>	<u>Field Training Records</u> Includes field training/evaluations for probationary officers. Case file A-Z by officer.	9,31 40,49 58,67 76	Transfer to Unit 109 after probation for merger with applicable personnel file. See 509-17. Source units: Send to Unit 9. Destroy other copies when no longer needed.
<u>509-8</u>	<u>Grievance Records</u> Includes discrimination complaints/disciplinary actions filed with County, State, and/or EEO/governments for civil rights, sex, race, color, and nationality violations.	100 103,19 109	Destroy 1 year after final step completed.
(1)	<u>AHB Grievances</u> See Internal Affairs Records. Item 509-11.		
(2)	<u>EEO Grievances</u> Case file A-Z by complaint, and year date.	99,103 109	
(3)	<u>FOP Grievances</u> Case file A-Z by complaint, and year date.	99,103 109	
			May 1990

ITEM NO. (1)	TYPE OF RECORD (2)	UNIT NO. (3)	DISPOSITION (4)
(4)	<u>Human Relations Grievances</u> Case file A-Z by complainant, and year date.	99,103 19,109	
(5)	<u>PCEA Arbitrations</u> Includes civilian grievance cases settled by outside arbitrations. Case file A-Z by complainant, and year date.	99,103 109	
(6)	<u>PCEA Grievances</u> Includes grievance cases handled by Civilian Grievance Hearing Board. Case file A-Z by complainant, and year date.	99,103 109	
(7)	<u>Promotion Grievances</u> Case file A-Z by complainant, and year date.	99,103 19,109	
(8)	<u>Performance Grievances</u> File A-Z by complainant, and year date.	AU	
<u>509-9</u>	<u>Health/Safety Records</u> Includes medical referrals/doctors' certificates/workmen's compensation reports for county disability examinations, communicable diseases, and employee temporary disability records. <u>SPECIAL INSTRUCTIONS:</u> <ul style="list-style-type: none"> . Keep in secure area. . Store in locked file cabinets. . Restrict access to Psychological Services personnel. 	Appli- cable unit(s)	Destroy when no longer needed.

May 1990

ITEM NO. (1)	TYPE OF RECORD (2)	UNIT NO. (3)	DISPOSITION (4)
	<ul style="list-style-type: none"> Keep apart from administrative records. Require employee signature for file access. File by assigned number(s). 		
(1)	<u>Doctors' Certificates</u> File A-Z by employee name, and year date.	AU	
(2)	<u>Medical Referrals</u> Case file A-Z by employee name, and year date.	109	
(3)	<u>Workmen's Compensation Records</u> File A-Z by employee name, and year date.	120	
509-10	<u>Hiring Records</u> Includes requests for vacant police, civilian, temporary, and crossing guard positions.	AU	Destroy after 1 year.
(1)	<u>Civilian Positions</u> File A-Z by position title, and year date.	AU	See Item 509-10.
(2)	<u>Crossing Guard Positions</u> File A-Z by position title, and year date.	AU	See Item 509-10.
(3)	<u>Police Positions</u> File A-Z by position title, and year date.	AU	See Item 509-10.
(4)	<u>Temporary Positions</u> Includes 700-hour positions. File A-Z by type of employment category, and year date.	AU	See Item 509-10.
			May 1990

ITEM NO. (1)	TYPE OF RECORD (2)	UNIT NO. (3)	DISPOSITION (4)
509-11	<p><u>Internal Affairs Records</u></p> <p>Includes internal investigations for agency employee misfeasance, malfeasance, non-feasance, complaints, and disciplinary infractions.</p> <p><u>SPECIAL INSTRUCTIONS:</u></p> <ul style="list-style-type: none"> . Store in secure area. . Keep in file cabinets with locks. . Keep files by categories. . Restrict file access to authorized personnel. . Keep apart from personnel records or centralized records system. . Arrange accidents by civilian, and sworn cases. . Keep polygraph records apart from personnel records or centralized records system. . Case file by assigned numbering system. 		
(1)	<p><u>AHB Cases</u></p> <p>Includes cassette tapes, and accident investigation records.</p> <p>Conform to unit filing practice.</p>	99,103 19	<p>Exonerated cases: Destroy 3 years after date of ORIGIN by employee written request.</p> <p>Sustained cases: Destroy 10 years after employee separation.</p> <p>May 1990</p>

ITEM NO. (1)	TYPE OF RECORD (2)	UNIT NO. (3)	DISPOSITION (4)
(2)	<u>Civilian Cases</u> Case file by "CP" assigned number, and year date.	99,103 109	Destroy 3 years after date of ORIGIN by employee written re- quest sanc- tioned by Administrative Procedures 262, and current PCEA Contract. Other units: Destroy upon IAS case disposition.
(3)	<u>Field Cases</u> Case file by "F" assigned number, and year date.	99,103 109	Exonerated cases: Destroy 3 years after date of ORIGIN by employee written request. Originating units: Destroy upon IAS case disposition. Sustained cases: Destroy 10 years after employee sep- aration.
(4)	<u>Internal Cases</u> Case file by "PS" assigned number, and year date.	99,103 109	Exonerated cases: Destroy 3 years after date of ORIGIN by employee written request. Sustained cases: Destroy 10 years after employee separation. May 1990

ITEM NO. (1)	TYPE OF RECORD (2)	UNIT NO. (3)	DISPOSITION (4)
(5)	<u>Motor Vehicle Accident Cases</u> Case file A-Z by employee name, and year date.	92,99 19,109	Originating units: Destroy upon IAS case disposition. Destroy 3 years after date of ORIGIN by employee written request sanctioned by FOP Lodge # 89 contract. Originating units: Destroy upon IAS case disposition.
(6)	<u>Supervisory Cases</u> Case file by "PS" assigned number, and year date.	99,19 109	Exonerated cases: Destroy 3 years after date of ORIGIN by employee written request. Sustained cases. Destroy 3 years after date of ORIGIN by employee written request. Sustained cases: Destroy 10 years after employee separation. Other units: Destroy upon IAS case disposition.
<u>509-12</u>	<u>Job Opportunity Records</u> Includes job and transfer opportunities for vacant positions.	109	Destroy after 1 year. May 1990

ITEM NO. (1)	TYPE OF RECORD (2)	UNIT NO. (3)	DISPOSITION (4)
(1)	<u>Job Opportunity Bulletins</u> Keep in 3-ring binder(s), and year date.		
(2)	<u>Transfer Opportunity Bulletins</u> Keep in 3-ring binder(s), and year date.		
(3)	<u>Transfer Requests</u> Keep in 3-ring binder(s), and year date.		
509-13	<u>Leave Records</u> Includes various leave records for payroll preparation. Originals kept by the County Finance Office/Payroll Division. <u>SPECIAL INSTRUCTIONS:</u> . Keep by type of leave as needed. . File by fiscal year. . Conform to unit filing practice.	AU	Destroy after 1 year.
(1)	<u>Administrative Leave</u>	AU	See Item 509-13.
(2)	<u>Annual Leave</u>	AU	See Item 509-13.
(3)	<u>AWOL Leave</u>	AU	See Item 509-13.
(4)	<u>Disability Leave</u>	AU	See Item 509-13,
(5)	<u>Discretionary Leave</u>	AU	See Item 509-13.
(6)	<u>Holiday Leave</u>	AU	See Item 509-13.
			May 1990

ITEM NO. (1)	TYPE OF RECORD (2)	UNIT NO. (3)	DISPOSITION (4)
(7)	<u>Injury Leave</u>	AU	See Item 509-13.
(8)	<u>LWOP</u>	AU	See Item 509-13.
(9)	<u>Maternity Leave</u>	AU	See Item 509-13.
(10)	<u>Military Leave</u>	AU	See Item 509-13.
(11)	<u>Paternal Leave</u>	AU	See Item 509-13.
(12)	<u>Personal Day Leave</u>	AU	See Item 509-13.
(13)	<u>Sick Leave</u>	AU	See Item 509-13.
<u>509-14</u>	<u>Lesson Plan Records</u> Includes lesson plans for police officers certified by Maryland Police Training Commission. Keep by subject category.		
(1)	<u>Current Lesson Plans</u>	9	Retain until updated, then include in Item 509-14 (2).
(2)	<u>Updated Lesson Plans</u>	9	Retain until updated, then destroy.
<u>509-15</u>	<u>Performance Evaluations</u> Includes performance evaluations for probationary officers, and other police personnel.		
(1)	<u>Permanent Employees</u> Unit 109: Include in the applicable Personnel File. See Item 509-17.	AU	

May 1990

ITEM NO. (1)	TYPE OF RECORD (2)	UNIT NO. (3)	DISPOSITION (4)
(2) <u>509-16</u>	<p><u>Probationary Officers</u></p> <p><u>Personal Records</u></p> <p>Includes non-disciplinary, non-derogatory, and informational records for operating units.</p> <p><u>SPECIAL INSTRUCTIONS:</u></p> <ul style="list-style-type: none"> . Keep in secure area. . Keep in locked file cabinets. . Limit access sanctioned by Administrative Procedures # 262. . Purge periodically for obsolete/duplicate materials. . DO NOT INCLUDE ADVERSE INFORMATION IN PERSONAL FILES. 	109 Appliable unit(s)	<p>See Item 509-17.</p> <p>Travels with receiving agency/unit by confidential means: Employee transfer, promotion, or demotion.</p> <p>Transfer to County Personnel Office upon employee separation for disposal.</p>
(1)	<p><u>Civilian Files</u></p> <p>Case file A-Z by employee name, and identification number.</p>		See Item 509-16.
(2)	<p><u>Crossing Guard Files</u></p> <p>Case file A-Z by employee name, and identification number.</p>		See Item 509-16.
(3)	<p><u>Police Files</u></p> <p>Case file A-Z by employee name, and identification number.</p>		See Item 509-16.

May 1990

ITEM NO. (1)	TYPE OF RECORD (2)	UNIT NO. (3)	DISPOSITION (4)
509-17	<p><u>Personnel Files</u></p> <p>Includes applications, resumes, employment examinations/score sheets, job descriptions, pre-employment physical reports, benefit forms, disciplinary actions, performance rating, employee position audits, employee action forms, injury reports, job-related letters of commendation, training certificates, services awards, and other job related records. See 3/764.20.</p> <p><u>SPECIAL INSTRUCTIONS:</u></p> <ul style="list-style-type: none"> . Keep in secure area. . Keep in locked file cabinets. . Limit access sanctioned by Personnel Law Section 16-215, and by Administrative Procedures # 262. See 3/764.15. . Purge periodically for obsolete/duplicate materials. . Microfilm employee separation files. . Follow purge guidelines sanctioned by Administrative Procedures # 262. . Remove derogatory information/adverse actions from Personnel files. See Personnel Law Section 16-102 (a) (1). . Forward file by confidential means to receiving agency after employee transfer, promotion, or demotion. 	Applicable unit(s)	<p>Transfer to the County Personnel Office 1 year after employee separation for filming. (PO keeps files until employee becomes 75 years old.)</p> <p>Destroy derogatory records after 3 years by employee written request.</p> <p>Destroy disciplinary records up to three days suspension after 18 months by employee written request.</p>
(1)	<p><u>Civilian Files</u></p> <p>Case file A-Z by employee name, and identification number.</p>		<p>See Item 509-17.</p> <p>May 1990</p>

ITEM NO. (1)	TYPE OF RECORD (2)	UNIT NO. (3)	DISPOSITION (4)
(2)	<u>Crossing Guard Files</u> Case file A-Z by employee name, and identification number.		See Item 509-17.
(3)	<u>Police Files</u> Case file A-Z by employee name, and identification number.		See Item 509-17.
<u>509-18</u>	<u>Personnel Pension Plans</u> Includes plans for police pension and retirement. File A-Z by plan, and year date.	19	Destroy when superseded or obsolete.
<u>509-19</u>	<u>Polygraph Records</u> Includes polygraph examinations, results, questionnaires, other records for employment and/or prosecution. <u>SPECIAL INSTRUCTIONS:</u> <ul style="list-style-type: none"> Keep apart from employee personnel files. Keep in locked file cabinets. Limit access to authorized personnel. Separate passed or failed applicants/candidates. 		
(1)	<u>Criminal Investigations</u> Include in the applicable criminal investigation case. See Item 510-6.	3,31 40,49 58,67 76,94 99,101 131	Destroy after 3 years.
(2)	<u>Employment Investigations</u> File A-Z by applicant name, assigned number, and year date.	3	Destroy after 3 years.
			May 1990

ITEM NO. (1)	TYPE OF RECORD (2)	UNIT NO. (3)	DISPOSITION (4)
<u>509-20</u>	<u>Position Action Records</u> Includes Form 868 for position action requests. Keep in 3-ring binder(s), and year date.	109	Destroy after 2 years.
<u>509-21</u>	<u>Position Description Records</u> Includes position/job description for employee performance management. Unit 109: Include copy in the applicable Personnel File. See Item 509-17. Other units: File A-Z by employee name, identification number, and classification as needed.	AU	Destroy when superseded, obsolete, or abolished.
<u>509-22</u>	<u>Position Identification Records</u> Includes master job descriptions/specifications control records. File A-Z by position title.	109	Destroy when superseded, abolished, or updated.
<u>509-23</u>	<u>Student Personnel Records</u> Includes officer training/development records required for Maryland Police Training Academy. Case file A-Z by student name.	9	Purge file for obsolete material(s).
<u>509-24</u>	<u>Training/Education Records</u> Includes training/education records for courses taken/completed by civilian/police personnel.	9	Destroy 3 years after employee separation. Purge file for obsolete material(s).

May 1990

ITEM NO. (1)	TYPE OF RECORD (2)	UNIT NO. (3)	DISPOSITION (4)
	<p><u>SPECIAL INSTRUCTIONS:</u></p> <ul style="list-style-type: none"> • Separate civilian from police training/education files. • Case file A-Z by employee name, and identification number. • Keep apart from personnel files. 		
(1)	<p><u>Firearms Training Records</u></p> <p>Includes firearms training records mandated by Maryland Police Training Commission for annual qualifications.</p> <p>Record course/training in the applicable employee Training/Education File. See Item 509-24.</p>	9	See Item 509-24.
(2)	<p><u>In-Service Training Records</u></p> <p>Includes police training/development records mandated by Maryland Police Training Commission.</p> <p>Record course/training in the applicable employee Training/Education File. See Item 509-24.</p>	9	See Item 509-24
(3)	<p><u>Module Training Records</u></p> <p>Includes training modules/courses mandated by Maryland Police Training Commission.</p> <p>Case file by module number, caption, and year date.</p>	9	Retain until update, then destroy.
(4)	<p><u>Out-Service Training Records</u></p> <p>Includes funded/mandated police training/development courses.</p> <p>Case file A-Z by sponsoring institution, type of training, and year date.</p>	9	<p>Destroy 3 years after employee separation. Purge file for obsolete material(s).</p>

May 1990

ITEM NO. (1)	TYPE OF RECORD (2)	UNIT NO. (3)	DISPOSITION (4)
<u>509-25</u>	<u>Work Schedules</u> Includes employee work/court schedule records. File by year date.	31,40 49,58 67,76 131	Destroy after 1 year.
<u>509-26</u>	<u>Other Records</u> Includes other personnel records not listed in the above file categories. Conform to unit filing practice.	Appli- cable unit(s)	Destroy when no longer needed.

May 1990

ITEM NO. (1)	TYPE OF RECORD (2)	UNIT NO. (3)	DISPOSITION (4)
<u>510</u>	<u>POLICE RECORDS</u> Includes liquor citation, criminal investigation, expungement, firearm, incident, intelligence, narcotics, parking, security, traffic, and other police related records for law enforcement operations.		
<u>510-1</u>	<u>Arrest Report Supplements</u> Unit 120: File with applicable criminal history records. See Item 510-5. Other units: Include in the applicable criminal investigation case. See Item 510-6.	26,31 40,49 58,67 76,107 131	See Item 510-5. See Item 510-6.
<u>510-2</u>	<u>Auto Theft Arrest Records</u> Includes stolen auto, unauthorized use, and tampering arrest records. Unit 6: Include in the applicable criminal investigation case. See Item 510-6. Other units: Include in the applicable criminal investigation case. See Item 510-6. Other units: File by year date.	6,31 40,49 58,67 76,131	See Item 510-17. Other units: Destroy after 1 year.
<u>510-3</u>	<u>Child Abuse Arrest Records</u> Unit 85 : Include in the applicable criminal investigation case. See Item 510-6. Other units: File by year date.	31,40 49,58 67,76 85,131	Destroy after 1 year.
<u>510-4</u>	<u>Condition Reports</u> Includes condition reports for littering, debris, and storm drain violations. File by year date.	31,40 49,58 67,76 120 131	Destroy after 1 year. May 1990

ITEM NO. (1)	TYPE OF RECORD (2)	UNIT NO. (3)	DISPOSITION (4)
	Unit 120: Keep with Administrative File by year/date.		
<u>510-5</u>	<p><u>Criminal History Records (CHRI)</u></p> <p>Includes arrest reports/citations/court dispositions for adult offenders.</p> <p>Unit 120: Case file by identification number.</p> <p>Other units: Include in the applicable criminal investigation case. See Item 510-6.</p>	<p>31,40 49,58 67,76 120 131</p>	<p>Unit 120: Retain until offender becomes 75 years old. Microfilm hardcopy. Destroy hardcopy after film inspection. Destroy deceased records after death confirmation. Destroy film cartridge after 75 years.</p>
(1)	<p><u>Court Dispositions</u></p> <p>Includes adult arrest dispositions from court CJIS system. See Item 503-4/5.</p>	120	See Item 510-5.
(2)	<p><u>Criminal Citations</u></p> <p>Includes arrest citations for adult petty offenses.</p> <p>Attach/staple to applicable CHRI record.</p>	120	See Item 510-5.
<u>510-6</u>	<p><u>Criminal Investigation Records</u></p> <p>Includes duplicate incident reports, MILES/NCIC CHRI printouts, court summons, investigator notes, statement of charges, continuation reports, arrest reports, latent print examinations, fingerprints, property records, interview, notes, habeas corpus writs,</p>		<p>Keep original handwritten, typed, etc., confessions, notes, statements, and waivers with CASE FILES.</p>
			May 1990

ITEM NO. (1)	TYPE OF RECORD (2)	UNIT NO. (3)	DISPOSITION (4)
	<p>victim/witness/accused statements, waivers, lab reports, commander information reports, warrants, crime scene reports, investigation summaries, evidence reports, photos, investigation reports, medical records, special reports, written statements, autopsy protocols, press releases, and other case related records.</p>		<p>Send original investigative reports to Police Records Center.</p> <p><u>1.</u> Closed felony cases: Destroy 10 years after court disposition.</p> <p><u>2.</u> Open felony cases: Destroy after 25 years.</p> <p><u>3.</u> Misdemeanor cases: Destroy 3 years after court disposition.</p> <p><u>4.</u> Microfilm open felony cases. Destroy hard-copy after film inspection. Destroy film cartridge after 25 years.</p> <p><u>5.</u> Misdemeanor unassigned felony cases. Destroy hard-copy after film inspection. Destroy film cartridge after 10 years.</p>

May 1990

ITEM NO. (1)	TYPE OF RECORD (2)	UNIT NO. (3)	DISPOSITION (4)
	<p><u>SPECIAL INSTRUCTIONS:</u></p> <ul style="list-style-type: none"> Keep in secure place. Restrict access to authorized personnel. Keep vice/organized crime investigations apart from the central records system. Label felony, and misdemeanor cases. Use case management designations: open suspended, closed, etc. Use case status control system: investigator assigned, date assigned, etc. 		<p><u>6.</u> Unassigned misdemeanor cases: Destroy after 3 years.</p> <p><u>7.</u> Microfilm open homicide, rape (1st degree), and sex offenses (1st degree) cases. Destroy hardcopy after film inspection. Retain film cartridge for 75 years, then destroy.</p>
(1)	<p><u>Abduction Cases</u></p> <p>Includes abduction of individuals under 12 years, and by relatives.</p> <p>Case file A-Z by victim, CCN, sector, and beat as needed.</p>	126	See Item 510-6.
(2)	<p><u>Alcoholic Beverages Cases</u></p> <p>Includes illegal use and/or sale of alcoholic beverages.</p> <p>Case file A-Z by accused, and CCN.</p>	105 132	See Item 510-6.
(3)	<p><u>Arson Cases</u></p> <p>Includes cross-burning/other religious symbols cases.</p>	102 132	See Item 510-6.

May 1990

ITEM NO. (1)	TYPE OF RECORD (2)	UNIT NO. (3)	DISPOSITION (4)
(4)	<u>Arson Fatality Cases</u> Includes arson related fatality cases. Case file A-Z by victim, and CCN.	31,40 49,58 67,76 95	See Item 510-6
(5)	<u>Assault Cases</u> Includes assault w/intent to rob, murder, rape, and sexual offense cases. Case file A-Z by victim, CCN, sector, and beat as needed.	31,40 49,58 67,76 95	See Item 510-6.
(6)	<u>Bad Check Cases</u> Includes bad checks over/under \$300 with original check cases.	18	Closed cases: Destroy after 1 year. Open Cases: Destroy after 10 years.
(7)	<u>Robbery Cases</u> Includes corruption case. Case file A-Z by accused, and CCN.	132 105	See Item 510-6.
(8)	<u>Burglary Cases</u> Includes common law burglary w/intent to commit felony/steal/daytime/ explosives cases. Case file A-Z by victim, and CCN.	31,40 49,58 67.76	See Item 510-6.
(9)	<u>Child Abuse Cases</u> Case file A-Z by victim, and CCN.	85	See Item 510-6.
(10)	<u>Commercial Robbery Cases</u> Case file A-Z by victim, and CCN.	124	See Item 510-6.
(11)	<u>Courier Robbery Cases</u> Case file A-Z by victim, and CCN.	124	See Item 510-6.

May 1990

ITEM NO. (1)	TYPE OF RECORD (2)	UNIT NO. (3)	DISPOSITION (4)
(12)	<u>Credit Card Offense Cases</u> Includes credit card offenses w/intent to defraud cases. Case file A-Z by victim, and CCN.	18	See Item 510-6.
(13)	<u>Death Cases</u> Includes first/second degree murder, arson cases. See Item 510-6 (23). Case file A-Z by victim, and CCN.	31,40 49,58 67,76 95	See Item 510-6.
(14)	<u>Death Cases (Child Abuse)</u> Includes death cases associated with child abuse. Case file A-Z by victim, and CCN.	95	See Item 510-6.
(18)	<u>Death Cases (Suspicious)</u> Includes suspicious death cases. Case file A-Z by victim, and CCN.	95	See Item 510-6.
(16)	<u>Death Cases</u> Includes unattended, and accidental death cases. Case file A-Z by victim, and CCN.	31,40 49,58 67,76 95	Destroy after 1 year. Unit 95: Destroy 3 years after case unfounded.
(17)	<u>Embezzlement Cases</u> Case file A-Z by victim, and CCN.	18	See Item 510-6.
(18)	<u>Extortion Cases</u> Case file A-Z by victim, and CCN.	124	See Item 510-6.

May 1990

ITEM NO. (1)	TYPE OF RECORD (2)	UNIT NO. (3)	DISPOSITION (4)
(19)	<u>Forgery Cases</u> Includes private/public document/ uttering false documents, money, goods/other felony/misdemeanor cases. Case file A-Z by victim, and CCN.	18	See Item 510-6.
(20)	<u>Fraud Cases</u> Includes home improvement cases. Case file A-Z by victim, and CCN.	18	See Item 510-6.
(21)	<u>Gambling Cases</u> Includes games devices, bets, lot- teries, paraphernalia, and other gaming/gambling offenses. Case file A-Z by victim, and CCN.	105 132	See Item 510-6.
(22)	<u>Hit/Run Cases</u> Includes hit/run motor vehicle/ fatality cases. Case file A-Z by victim, and CCN.	95 140	Unit 95: See Item 510-6. Unit 140 Destroy after 3 years.
(23)	<u>Homicide Cases</u> Includes first/second degree homi- cides, and other felony cases. Case file A-Z by victim, and CCN.	95	See Item 510-6.
(24)	<u>Incest Cases</u> Case file A-Z by victim, and CCN.		See Item 510-6.
(25)	<u>Juvenile Offense Cases</u> See Juvenile Arrest Records, Item 510-22. Case file A-Z by victim, and CCN. Keep apart from adult cases.	31,40 49,58 67,76 120	Destroy 3 years after juvenile case disposition.

May 1990

ITEM NO. (1)	TYPE OF RECORD (2)	UNIT NO. (3)	DISPOSITION (4)
(26)	<u>Kidnap Cases</u> Includes ransom cases, and individuals under 12 years. Case file A-Z by victim, and CCN.	31,40 49,58 67,76 120	See Item 510-6.
(27)	<u>Kidnap Cases</u> Includes ransom cases, and individuals under 16 years. Case file A-Z by victim, and CCN.	31,40 49,58 67,76 120	See item 510-6.
(28)	<u>Minor Sex Offense Cases</u> Includes fourth degree sex offenses, and other misdemeanor cases.	31,40 49,58 67,76	See Item 510-6.
(29)	<u>Missing Person Cases</u> Includes missing person cases. Case file A-Z by victim, and CCN.	31,40 49,58 67,76	Destroy after person found/located.
(30)	<u>Narcotics Cases</u> Includes cultivation, manufacture, transportation, distribution, delivery of controlled dangerous substances cases. Case file A-Z by accused, and CCN.	31,40 49,58 67,76 105 132	See Item 510-6.
(31)	<u>Obscene Material Cases</u> Includes child pornography cases, and other felony cases. Case file A-Z by accused, victim, and CCN.	105 132	See Item 510-6.
(32)	<u>Obscene Telephone Cases</u> Case file A-Z by victim, and CCN.	31,40 49,58 67,76	See Item 510-6.

May 1990

ITEM NO. (1)	TYPE OF RECORD (2)	UNIT NO. (3)	DISPOSITION (4)
(33)	<u>Pandering Cases</u> Includes receiving/procuring/placing/ detaining/transporting for profit and prostitution cases. Case file A-Z by accused, and CCN.	105	See Item 510-6.
(34)	<u>Property Recovery Cases</u> Case file A-Z by victim, and CCN.	114	See Item 510-6.
(35)	<u>Prostitution Cases</u> Includes engagement/promotion of sexual assignation activities for profit cases, disorderly house, and lewdness cases. Case file A-Z by accused, and CCN.	105	See Item 510-6.
(36)	<u>Rape Cases</u> Includes first/second degree rape cases. Case file A-Z by victim, and CCN.	126	See Item 510-6.
(37)	<u>Repeat Offender Cases</u> Case file A-Z by suspect, crime, and target number, as needed.	126	See Item 510-6.
(38)	<u>Residential Robbery Cases</u> Includes residential/messenger cases. Case file A-Z by victim, and CCN.	124 126	See Item 510-6.
(39)	<u>Runaway Cases</u> Case file A-Z by victim, and CCN.	85	Destroy 3 years after person lo- cated/found.

May 1990

ITEM NO. (1)	TYPE OF RECORD (2)	UNIT NO. (3)	DISPOSITION (4)
(40)	<u>Robbery Cases</u> Includes cab driver, route salesman, and street robbery cases. Case file A-Z by victim, and CCN.	31,40 49,58 67,76	See Item 510-6.
(41)	<u>Sexual Offense Cases</u> Includes non-custodial sex offenses against children cases. Case file A-Z by victim, and CCN.	31,40 49,58 67,76	See Item 510-6.
(42)	<u>Sex Offense Cases</u> Includes first, and fourth degree sex offense cases. Case file A-Z by victim, and CCN.	85,126 31,40 49,58 67,76	See Item 510-6.
(43)	<u>Shooting Cases</u> Includes personal injury records for police officers, public/other non-county police officials. Case file A-Z by victim, and CCN.	95	See Item 510-6.
(44)	<u>Suicide Cases</u> Case file A-Z by victim, and CCN.	95	Destroy 3 years after case closure.
(45)	<u>Theft Cases</u> Includes theft cases over/under \$300, plus deception cases. Case file A-Z by victim, and CCN.	18,31 40,49 58,76 124	See Item 510-6.
(46)	<u>Theft/Deception Cases</u> Case file A-Z by victim, and CCN.	18	See Item 510-6.
(47)	<u>Traffic Fatality Cases</u> Case file A-Z by victim, and CCN.	95	Closed cases: Retain for 10 years, then destroy.
			May 1990

ITEM NO. (1)	TYPE OF RECORD (2)	UNIT NO. (3)	DISPOSITION (4)
(48)	<u>Unassigned Cases</u> Case file A-Z by incident type, victim, and CCN.	31,40 49,58 67,76	See Item 510-6.
(49)	<u>Vandalism Cases</u> Includes damage/destruction/defacement to public/private property offense cases.	31,40 49,58 67,76	See Item 510-6.
(50)	<u>Vehicle Theft Cases</u> Includes stolen, recovered, attempted, unauthorized use, abandoned, impounded, and larceny from motor vehicle theft cases over \$300.	6,127	See Item 510-6.
(51)	<u>Vulnerable Adult Cases</u> Case file A-Z by victim, and CCN.	18,132	See Item 510-6.
(52)	<u>Weapons Case</u> Case file A-Z by accused, and CCN.	105	See Item 510-6.
(53)	<u>Other Offense Cases</u> Includes other felony/misdemeanor cases investigated by specialty and patrol units. Case file by type of crime, victim, and CCN.	6,18 31,40 49,58 67,76 95,122 126 132	See Item 510-6.
<u>510-7</u>	<u>Expungement Records</u> Includes adult/juvenile offender records expunged by court order/waiver hearings. . Keep in accessible place. . Store in locked file cabinets. . File A-Z, and year date.		

May 1990

ITEM NO. (1)	TYPE OF RECORD (2)	UNIT NO. (3)	DISPOSITION (4)
<u>510-7</u>	<u>Expungement Records</u>		
(1)	<u>Section 27-292 Expungements</u>	120	Destroy after 3 years.
(2)	<u>Section 27-736 Expungements</u>	120	Destroy after 3 years.
(3)	<u>Section 27-737 Expungements</u>	120	Destroy after 3 years.
(4)	<u>Juvenile Expungements</u>	120	Destroy after 3 years.
(5)	<u>Other Records</u>	120	Destroy after 1 year.
<u>510-8</u>	<u>Firearms Records (MSP)</u> Includes stop/frisk reports for weapons violations. Unit 120: Keep with Administrative File by year date. Other units: File by year date.	31,40 49,58 67,76 120	Destroy after 1 year.
<u>510-9</u>	<u>Forged Prescription Arrest Records</u> Unit 105: Include in the applicable criminal investigation case. See Item 510-6. Other units: File by year date.	31,40 49,58 67,76 131 105	Destroy after 1 year.
<u>510-10</u>	<u>Fraud Arrest Records</u> Unit 18: Include in the applicable criminal investigation case. See Item 510-6.	18,31 40,49 58,67 76,131	Destroy after 1 year.
<u>510-11</u>	<u>Homicide Arrest Records</u> Unit 105: Include in the applicable criminal investigation case. See Item 510-6. Other units: File by year date.		Destroy after 1 year. 1 year.

May 1990

ITEM NO. (1)	TYPE OF RECORD (2)	UNIT NO. (3)	DISPOSITION (4)
<u>510-12</u>	<u>Narcotics Arrest Records</u> Units 105/131: Include in the applicable criminal investigation case. See Item 510-6. Other units: File by year date.	31,40 49,58 67,76 105 131	Destroy after 1 year,
<u>510-13</u>	<u>Sex Arrest Records</u> Includes peeping tom arrest reports. Unit 126: Include in the applicable criminal investigation case. See Item 510-6.	31,40 49,58 67,76 126 131	Destroy after 1 year.
<u>510-14</u>	<u>Sexual Child Abuse Records</u> Unit 126: Include in the applicable criminal investigation case. See Item 510-6. Other Units: File by year date.	31,40 49,58 67,76 126 131	Destroy after 1 year.
<u>510-15</u>	<u>Vulnerable Adult Abuse Records</u> Unit 85: Include in the applicable criminal investigation case. See 510-6. Other units: File by year date.	31,40 49,58 67,76 85,131	Destroy after 1 year.
<u>510-16</u>	<u>Weapons Arrest Records</u> Unit 124: Include in the applicable criminal investigation case. See 510-6. Other units: File by year date.	26,31 40,49 58,67 76,131	Destroy after 1 year.
<u>510-17</u>	<u>Incident Records</u> Includes original crimes against persons, property, society, and other police incident reports. File by CCN.	120	Microfilm hardcopy. Destroy hardcopy after film inspection. Destroy film cartridge after 25 years.

May 1990

ITEM NO. (1)	TYPE OF RECORD (2)	UNIT NO. (3)	DISPOSITION (4)
(1)	<u>Abandoned Vehicle Reports</u> Units 6/143: Include in the applicable criminal investigation case. See Unit 510-6. Other units: File by year date.	6,31 40,49 59,67 76,131 143	Destroy when no longer needed.
(2)	<u>Adult Civil Citations</u> Includes alcoholic beverages offenses committed by adult offenders. Unit 120: Merge with incident records. Other units: File A-Z by name, and year date.	31,40 49,58 67,76 120 131	Source units: Destroy when no longer needed. Unit 120: See Item 510-17.
(3)	<u>Alcohol Influence Reports</u> Includes field sobriety test reports. Unit 120: Merge with incident reports. Other units: File by CCN.	16,31 40,49 58,67 76,120	Source units: Destroy when no longer needed. Unit 16: Destroy after 2 years. Unit 120: See Item 510-17.
(4)	<u>Animal Bite Reports</u> Unit 67: Merge with incident records, if applicable. Other units: File by year date.	31,40 49,58 67,76 92,120 131	Destroy when no longer needed. Unit 67: See Item 510-17.
(5)	<u>Attempted Rape Reports</u> Unit 126: Include in the applicable criminal investigation case (510-6). Other units: File by year date.	31,40 49,58 67,76 126 131	Source units: Destroy when no longer needed. Unit 126: See Item 510-6.
(6)	<u>Continuation Reports</u> Includes supplement reports. Attach/staple to applicable initial incident/special report(s), or criminal investigation reports.	26,31 40,49 58,67 76,120 107 131	See Items 510-6, and 510-17.

May 1990

ITEM NO. (1)	TYPE OF RECORD (2)	UNIT NO. (3)	DISPOSITION (4)
(7)	<p><u>Drug Tax Liability Reports</u></p> <p>Includes investigator reports for sale/use of controlled dangerous substances/drugs.</p> <p>Unit 120: Attach/staple original to applicable incident report.</p> <p>Other units: Include in the applicable criminal investigation case (510-6).</p>	<p>31, 25 26, 27 28, 29 105 120 132</p>	<p>See Items 510-6, and 510-17.</p>
(8)	<p><u>Embezzlement Reports</u></p> <p>Include in the applicable criminal investigation case. See Item 510-6.</p>	<p>18</p>	<p>See Item 510-6.</p>
(9)	<p><u>Extortion Reports</u></p> <p>Unit 18: Include in the applicable criminal investigation case.</p> <p>Other units: File by year date.</p>	<p>18, 31 40, 49 58, 67 76, 131</p>	<p>Destroy when no longer needed.</p>
(10)	<p><u>Field Observation Reports</u></p> <p>Includes golden rod copies for suspicious persons/vehicles.</p> <p>Unit 120: Merge with incident records.</p> <p>Other units: File by year date.</p>	<p>26, 31 40, 49 58, 67 76, 120 124</p>	<p>Source units: Destroy when no longer needed. Unit 67: See Item 510-17.</p>
(11)	<p><u>Field Sobriety Tests</u></p> <p>All units: Attach/staple to applicable alcohol influence reports. See Item 510-17 (3).</p>	<p>16, 31 40, 49 58, 67 76, 120 131</p>	<p>Source units: Send copies to Police Records Center. Destroy when no longer needed. Unit 16: Destroy after 2 years.</p>
(12)	<p><u>Firearm Reports</u></p> <p>Units 99/120. Include in the applicable criminal investigation case (510-6).</p>	<p>31, 40 49, 58 67, 76 99, 120 131</p>	<p>Source units: Destroy when no longer needed. Unit 120: See Items 510-8, and 510-17.</p>

May 1990

ITEM NO. (1)	TYPE OF RECORD (2)	UNIT NO. (3)	DISPOSITION (4)
(13)	<u>Flim Flam Reports</u> Unit 18: Include in the applicable criminal investigation case (510-6). Other units: File by year date.	18,31 40,49 58,67 76,131	Destroy when no longer needed.
(14)	<u>Fraud Reports</u> Unit 18: Include in the applicable criminal investigation case (510-6). Other units: File by year date.	18,31 40,49 58,67 76,131	Destroy when no longer needed.
(15)	<u>Homicide Reports</u> Unit 95: Include in the applicable criminal investigation case (510-6). Other units: File by year date.	31,40 49,58 67,76 95,131	Destroy when no longer needed.
(16)	<u>Injury Reports</u> Unit 92: Include in the applicable criminal investigation case (510-6). Other units: File by year date.	31,40 49,58 67,76 92,131	Destroy when no longer needed.
(17)	<u>Investigative Reports</u> Originating units: Include in the applicable criminal investigation case. See Item 510-6. Unit 120: Attach/staple to applicable incident report.	26,31 40,49 58,67 76,120 107 131	See Items 510-6, and 510-17.
(18)	<u>Juvenile Civil Citations</u> Includes alcoholic beverages offenses committed by juvenile offenders. Unit 120: Merge with juvenile arrest records. See Item 510-22. Other units: File A-Z by name, and year date.	31,40 49,58 67,76 120 131	Source units: Destroy when no longer needed. Unit 120: See Item 510-22.

May 1990

ITEM NO. (1)	TYPE OF RECORD (2)	UNIT NO. (3)	DISPOSITION (4)
(19)	<u>Missing Persons Photographs</u> Includes photos for missing/run-away persons. Unit 120: Merge with incident report (510-17).	31,40 49,58 67,76 120 131 99	See Item 510-17.
(20)	<u>Pawn Recovery Reports</u> Includes reports for pawn recovered property. Unit 120: Merge with incident report (510-17). Other units: Include in the applicable criminal investigation case (510-6).	31,40 49,58 67,76 114 120	See Items 510-6 and 510-17.
(21)	<u>Racial Reports</u> Includes ethnic and religious incident reports. Unit 99: Include in the applicable criminal investigation case (510-6). Other units: File by year date.	31,40 49,58 67,76 114 131,99	Destroy when no longer needed.
(22)	<u>Sex Offense Reports</u> Unit 126: Include in the applicable criminal investigation case (510-6). Other units: File by year date.	31,40 49,58 67,76 126 131	Destroy when no longer needed.
(23)	<u>Special Reports</u> Used for death and missing persons incident records. Unit 120: Merge with incident reports, if applicable. Other units: Conform to unit filing practice.	26,31 40,49 58,67 76,95 120 131	Destroy when no longer needed. Unit 120: See Item 510-17.

May 1990

ITEM NO. (1)	TYPE OF RECORD (2)	UNIT NO. (3)	DISPOSITION (4)
(24)	<u>Spousal Abuse Reports</u> Unit 85 : Include in the applicable criminal investigation case (510-6). Other units: File by year date.	31,40 49,58 67,76 85,131	Destroy when no longer needed.
(25)	<u>Stolen/Recovered Vehicle Reports</u> Units 6/143: Include in the applicable criminal investigation case (510-6). Other units: File by year date.	6,31 40,49 58,67 76,131 143	Unit 31,40, 49,58,67,76, 85: Destroy when no longer needed.
(26)	<u>Suspicious Vehicle Reports</u> Units 92,95,124: Include in the applicable criminal investigation case (510-6).	31,40 49,58 67,76 92,95 124 131	Units 31,40, 49,58,67,76, 131: Destroy when no longer needed.
(27)	<u>Theft Reports</u> Unit 6: Include in the applicable criminal investigation case (510-6). Other units: File by year date	6,7 31,40 49,58 67,76 92,131	Destroy when no longer needed.
(28)	<u>Unauthorized Vehicle Reports</u> Unit 6: Include in the applicable investigation case (510-6). Other units: File by year date.	6,31 40,49 58,67 76,131	Destroy when no longer needed.
(29)	<u>Vehicle Forfeiture Reports:</u> Includes forfeiture summaries for seized/confiscated vehicles, controlled dangerous substances, paraphernalia, and other drug related records. Unit 120: Attach/staple to applicable incident report (510-17). Other units: Include in the applicable criminal investigation case (510-6).	7,31 40,49 58,67 76,105 107 120 136	See Items 510-6, and 510-17.

May 1990

ITEM NO. (1)	TYPE OF RECORD (2)	UNIT NO. (3)	DISPOSITION (4)
(30)	<p><u>Vehicle Impound Notices</u></p> <p>Unit 120: Merge white copy with applicable incident report.</p> <p>Other units: Attach/staple to applicable vehicle report.</p>	<p>7,31, 40,49 58,67 76,120 143</p>	<p>Source units: Send to Police Records Center.</p>
(31)	<p><u>Vehicle Impound Reports</u></p> <p>Used for abandoned/impounded motor vehicles.</p> <p>Units 6,131,143: Include in the applicable case file.</p> <p>Other units: File by year, date, or A-Z by driver/owner with year date as needed.</p>	<p>6,31 40,49 58,67 76,120 131 143</p>	<p>Units 31,40, 49,58,67,76: Destroy when no longer needed. Other units: See Item 510-17 (32).</p>
(32)	<p><u>Vehicle Releases/Show Cause Hearings</u></p> <p>Includes records for released, damaged, stolen, recovered, abandoned, impounded, and wanted vehicles.</p> <p>Units 120,143: Attach/staple to applicable vehicle report.</p> <p>Other units: Attach to applicable vehicle report.</p>	<p>31,40 49,58 67,76 103 120 143</p>	<p>Source units: Transfer to Police Records Center. Destroy when no longer needed. Unit 120: See Item 510-17.</p>
(33)	<p><u>Other Incident Reports</u></p> <p>Includes other police incident reports, not listed in above file categories.</p> <p>Unit 120: Attach/staple to applicable incident report (510-17).</p> <p>Other units: Include in the applicable criminal investigation case (510-6).</p>	<p>31,40 49,58 67,76 120</p>	<p>See Items 510-6, and 510-17.</p>

ITEM NO. (1)	TYPE OF RECORD (2)	UNIT NO. (3)	DISPOSITION (4)
510-18	<u>Informant Records</u> Includes informant related records for criminal investigations. <u>SPECIAL INSTRUCTIONS:</u> <ul style="list-style-type: none"> Code informants with assigned numbers. Keep files in locked/secured area. Restrict access to authorized personnel. Case file by assigned numbers. 	107	Destroy when no longer needed. Destroy by burning or shredding. Destruction operations supervised and certified by Unit Commander.
510-19	<u>Intelligence Records</u> Includes records relating to organized criminal activities, subversive activities, vice activities, terrorism, and civil disorders. <u>SPECIAL INSTRUCTIONS:</u> <ul style="list-style-type: none"> Store in secure area. Keep in file cabinets with iron bar locking devices. Case file by assigned numbers. Share information with local, state, and federal intelligence agencies on need-to-know basis. Keep apart from the central records system. 	19,105 131	Purge bi-annually. Destroy by burning or shredding. Destruction operations supervised and certified by Unit Commander.

May 1990

ITEM NO. (1)	TYPE OF RECORD (2)	UNIT NO. (3)	DISPOSITION (4)
<u>510-20</u>	<u>Investigation Reports</u> Unit 120: File with applicable incident report. See Item 510-17. Other units: Include in the applicable criminal investigation case. See Item 510-6.	18,26 132,31 40,49 58,67 76,85 94,95 120 122 126 105 107	Source units: Send originals to Police Records Center.
<u>510-21</u>	<u>Juvenile Citations</u> Includes offenses committed by juveniles. Unit 120: Merge with Item 510-22. Other units: See Item 510-22, and 503-5.	31,40 49,58 67,76 120 131	Source units: Destroy when no longer needed. Unit 120: See Item 510-22.
<u>510-22</u>	<u>Juvenile Arrest Records</u> Includes crimes against persons, property, and society committed by juvenile offenders. See Items 503-4, and 503-5. <u>SPECIAL INSTRUCTIONS:</u> . Unit 120: Keep apart from adult records. . Limit access to need-to-know basis. . Unit 120: Case file by identification number, or CCN. . Other units: Keep apart from adult records. Case file by A-Z subject, and CCN.	31,40 49,58 67,76 107 120 131	Source units: Destroy when no longer needed. Unit 120: Destroy after 10 years.
<u>510-23</u>	<u>Police Dissemination Records</u> Includes adult, juvenile, photo, and print information dissemination records for criminal justice operations.		

May 1990

ITEM NO. (1)	TYPE OF RECORD (2)	UNIT NO. (3)	DISPOSITION (4)
(1)	<u>Adult Records</u> Includes in-person/telephone/mail arrest information disseminations. File by year date.	120	Destroy after 3 years.
(2)	<u>Juvenile Records</u> Includes juvenile arrest/incident report, photo, and print disseminations. File by year date.	120	Destroy after 3 years.
(3)	<u>Public Records</u> Includes written incident disseminations authorized by Administrative Procedures # 133. File by year date.	120	Destroy after 1 year.
(4)	<u>Other Records</u> Includes other police records disseminations not listed in above file categories. File by year date.	120	Destroy after 3 years.
<u>510-24</u>	<u>Ride-Along Records</u> Includes applications, waivers, authorizations for passengers in police vehicles. File A-Z by applicant name, and year date.	31,40 49,58 67,76 110 120 131	Unit 120: Destroy after 2 years. Other units: Destroy when no longer needed.
<u>510-25</u>	<u>Right Waivers/Statements</u> Unit 120: File with applicable incident report. See Item 510-17. Other units: Include in the applicable criminal investigation case. See Item 510-6.	26,31 40,49 58,67 76,107 120	Source units: Send originals to Police Records Center.

May 1990

ITEM NO. (1)	TYPE OF RECORD (2)	UNIT NO. (3)	DISPOSITION (4)
<u>510-26</u>	<u>Security Survey Records</u> Includes commercial/residential security surveys for crime reduction operations.		
(1)	<u>Commercial Surveys</u> Creating units: File A-Z by business organization, and year date. Holding unit: File by District number, and A-Z by business organization as needed.	24,31 40,49 58,67 76,120	Unit 120: Retain for 25 years, then destroy. Other units: Send originals to Police Records Center for central- ized access by authorized personnel. Destroy dupli- cates after 3 years.
(2)	<u>Residential Surveys</u> Creating units: File A-Z by resident/occupant, or CCN, and year date. Holding units: File by District number, and A-Z by resident/occupant.	24,31 40,49 55,67 76,107 120	See Item 510-26 (1).
<u>510-27</u>	<u>Statement (Investigation)</u> Includes signed statements from victims, accused, witnesses, defendants, and other parties. Unit 120: File with applicable incident report. See Item 510-17. Other units: Include in the applicable criminal investigation case.	26,31 40,49 58,67 76,107 120	Source units: Send originals to Police Records Center. Unit 67: See Item 510-17. See Item 510-6.
<u>510-28</u>	<u>Traffic Records</u> Includes motor vehicle accidents, citations, warning/parking violations, license suspension, and other related records.		

May 1990

ITEM NO. (1)	TYPE OF RECORD (2)	UNIT NO. (3)	DISPOSITION (4)
(1)	<u>Accident Negatives</u> Keep in special envelopes by CCN (515-7).	110	Destroy after 5 years.
(2)	<u>Accident Photographs</u> File by CCN, and year date.	31,40 49,58 67,76 110 120 131	Holding units: Destroy after 1 year.
(3)	<u>Accident Reports (MAARS)</u> File by CCN, and year date.	16,31 40,49 58,67 76,110 120 131	Unit 120: Destroy after 3 years. Other units: Destroy when no longer needed.
(4)	<u>D/L Suspension Orders (DR-15-A)</u> Includes driver license suspension/certification orders for DWI violations/other related records. Unit 67: File by control number, and year date. Other units: Case file A-Z by driver, and year date.	31,40 49,58 67,76 120 131	Destroy after 1 year. Unit 120: Destroy after 3 years.
(5)	<u>Citation Copy # 2 (Yellow)</u> File by ticket number, and year date.	16,120	Unit 120: Destroy after 3 years. Unit 16: Destroy after 1 year.
(6)	<u>Citation Copy # 3 (Pink)</u> File by ticket number, and year date.	31,40 49,58 67,76 131	Destroy after 1 year.

May 1990

ITEM NO. (1)	TYPE OF RECORD (2)	UNIT NO. (3)	DISPOSITION (4)
(7)	<u>Citation Tally Records</u> Includes citation books/receipts issued to police personnel. File in numerical order, and year date.	120	Destroy after 1 year.
(8)	<u>Driver Re-examination Records</u> 	31,40 49,58 76,120 131	Unit 120: Destroy after 3 years. Other units: destroy after 1 year.
(9)	<u>Equipment Repair Orders</u> File by year date.	31,40 49,58 76,120 131	Destroy 1 year.
(10)	<u>Field Observation Reports</u> Includes FOR reports mandated by State Police. Unit 120: Merge with incident reports. See Item 510-17. Other units: File by CCN, and year date.	31,40 49,58 76,120	Unit 120: See Item 510-17.
(11)	<u>Parking Violation Notices</u> Unit 120: File by ticket number. Other units: File by year date.	31,40 49,58 76,120 131	Unit 120: Destroy after 1 year. Other units: Destroy when no longer needed.
(12)	<u>Suspension Order</u> Unit 120: File by ticket number, and year date. Other units: File A-Z, and by year date.	31,40 49,58 76,120 131	Unit 120: Destroy after 3 years. Other units: Destroy when no longer needed.

May 1990

ITEM NO. (1)	TYPE OF RECORD (2)	UNIT NO. (3)	DISPOSITION (4)
(13)	<u>Traffic Citation Transmittals</u> File by year date.	120	Destroy after 3 years.
(14)	<u>Warning Notices</u> File A-Z by driver, and year date.	31,40 49,58 76,120 131	Unit 120: Destroy after 1 year. Other units: Destroy when no longer needed.
(15)	<u>Witness Summons</u> File A-Z by defendant, and year date.	31,40 49,58 76,120 131	Unit 120: Destroy after 1 year. Other units: Destroy when no longer needed.
<u>510-29</u>	<u>Vehicle Inspection Records</u> Includes safety inspection records for trucks and taxicabs. File by assigned number, and year date.	141	Destroy after 3 years.
(1)	<u>Taxicab Inspection Records</u>		
(2)	<u>Truck Inspection Records</u>		
(3)	<u>Other Inspection Records</u>		
<u>510-30</u>	<u>Warrant Records</u> Includes arrest warrant related records for suspects. Unit 26: Include original warrant in the applicable criminal investigation case. See Item 510-6. Other units: File A-Z by suspect, and year date.	26,31 40,49 58,76 120	Destroy duplicate after suspect arrested.

May 1990

ITEM NO. (1)	TYPE OF RECORD (2)	UNIT NO. (3)	DISPOSITION (4)
<u>510-31</u>	<u>Youth Field Records</u> Unit 120: Keep apart from other police records. File by CCN. See Item 503-5. Other units: File A-Z by name, and year date, if applicable.	31,40 49,58 76,120 131	Unit 120: Destroy after 3 years. Other units: Destroy when no longer needed.
<u>510-32</u>	<u>Other Records</u> Includes other police related records not listed in the above file categories. Conform to unit filing practice.	Appli- cable unit(s)	Destroy when no longer needed.

May 1990

ITEM NO. (1)	TYPE OF RECORD (2)	UNIT NO. (3)	DISPOSITION (4)
<u>511</u>	<p><u>PRINTOUT RECORDS</u></p> <p>Includes printouts/reports/summaries/other machine readable records processed by data processing systems/computers.</p> <p><u>SPECIAL INSTRUCTIONS:</u></p> <ul style="list-style-type: none"> . Store bulky printouts in bookcases. . Keep in 3-ring binder(s) by month, fiscal or year date. 		
<u>511-1</u>	<u>Arrest Printouts</u>	26,31 40,49 58,67 76,120 124	Destroy when superseded or obsolete.
(1)	<u>Adult Printouts</u>		
(2)	<u>Juvenile Printouts</u>		
(3)	<u>Other Printouts</u>		
<u>511-2</u>	<u>Fiscal Printouts</u>		
(1)	<u>Anticipated Leave Carry-Over Reports</u>	92	Destroy when superseded or obsolete.
(2)	<p><u>Earnings Registers</u></p> <p>Includes employee annual, holiday, and other paid leaves.</p>	92	Destroy after 2 years.
(3)	<u>Employee Rosters</u>	92	Destroy when superseded or obsolete.
(4)	<u>FOP Union Dues Reports</u>	92	Destroy when superseded or obsolete.
(5)	<u>Personal/Discretionary Leave Reports</u>	131	Destroy after 1 year.
			May 1990

ITEM NO. (1)	TYPE OF RECORD (2)	UNIT NO. (3)	DISPOSITION (4)
(6)	<u>Police Compensatory Balance Reports</u>	31,40 49,58 67,76 131	Destroy when superseded or obsolete.
(7)	<u>PCEA Union Dues Reports</u>	92	Destroy when superseded or obsolete.
(8)	<u>Police Leave Balance Reports</u>	AU	Destroy when superseded or obsolete.
(8)	<u>Requisitions Status Registers</u>	92	Destroy when superseded or obsolete.
(9)	<u>Revenue Service Reports</u>	92	Destroy when superseded or obsolete.
(10)	<u>Other Reports</u>	Appli- cable Unit(s)	Destroy when no longer needed. approval.
<u>511-3</u>	<u>Police Incident Printouts</u> Conform to unit filing practice.		
(1)	<u>Dispatch Records</u> Includes computer generated data handled by communications, and field operations personnel. Keep in hanging binders by Julian date.	29,120	Destroy after 1 year. See Item 503-5(2).
(2)	<u>Validation Reports</u> Includes data entries/validation/ NCIC records.	22,25 29	Destroy after 3 years.
(3)	<u>Other Reports</u>	Appli- cable Unit(s)	Destroy when no longer needed.

May 1990

ITEM NO. (1)	TYPE OF RECORD (2)	UNIT NO. (3)	DISPOSITION (4)
<u>511-4</u>	<u>Property Printouts</u> Conform to unit filing practice.		
(1)	<u>Bicycle Registrations</u>	29,114 115	Destroy when superseded or obsolete.
(2)	<u>Dealer/Seller Reports</u>	31,40 49,58 67,76	Destroy when superseded or obsolete.
(3)	<u>Monetary Inventory Statements</u>	92	Destroy when superseded or obsolete.
(4)	<u>Precious Metals Dealers</u> Includes precious metals reports from other law enforcement agencies. File A-Z by originating agency, and year date.	31,40 49,58 67,76	Destroy when superseded or obsolete.
(5)	<u>Precious Metals/Pawn Reports</u>	8,31 40,49 58,67 76	Destroy when superseded or obsolete.
(6)	<u>Vehicle Usage Reports</u>	19	Destroy when superseded or obsolete.
(7)	<u>Other Reports</u>	Appli- cable Unit(s)	Destroy when no longer needed.
<u>511-5</u>	<u>Traffic Printouts</u> Conform to unit filing practice.		
(1)	<u>Citation Disposition Reports</u> Keep by month, and year date.	31,40 49,58 67,76 120	
May 1990			

ITEM NO. (1)	TYPE OF RECORD (2)	UNIT NO. (3)	DISPOSITION (4)
(2)	<u>Traffic Ticket Listings</u> Includes monthly traffic violations with court dispositions. File by month, and year date.	31,40 49,58 67,76	Destroy after 1 year.
(3)	<u>Other Reports</u>	Applicable Unit(s)	Destroy when no longer needed.
511-6	<u>Other Computer Printouts</u> Includes other computer generated printouts not listed in above file categories. Conform to unit filing practice.	111 120 124 Applicable Unit(s)	Destroy when superseded or obsolete.

ITEM NO. (1)	TYPE OF RECORD (2)	UNIT NO. (3)	DISPOSITION (4)
<u>512</u>	<u>PROJECT RECORDS</u> Includes crime prevention, suppression, management, capital, communications, public relations, planning, protection, and other police related project records.		
<u>512-1</u>	<u>Action Team Projects</u> Case file A-Z by project title, and year date.	Applicable Unit(s)	Destroy when no longer needed.
<u>512-2</u>	<u>Auxiliary Services Projects</u> Case file A-Z by project title, and year date.	8	Destroy 1 year after project completion.
<u>512-3</u>	<u>Capital Improvement Projects</u> Case file A-Z by project title, and fiscal year.	92,104	Destroy 1 year after project completion.
<u>512-4</u>	<u>Communications Projects</u> Case file A-Z by project title, and year date.	11	Destroy 1 year after project completion.
<u>512-5</u>	<u>Community Relations Projects</u> Case file A-Z by project title, and year date.	23	Destroy 1 year after project completion.
<u>512-6</u>	<u>Computer Projects</u> Case file A-Z by project tile, and year date.	8	Destroy 1 year after project completion.
<u>512-7</u>	<u>Crime Prevention Projects</u> Includes federally funded projects for crime prevention operations. Case file A-Z by project tile, and fiscal year.	24	Destroy 3 years after last expenditure.
			May 1990

ITEM NO. (1)	TYPE OF RECORD (2)	UNIT NO. (3)	DISPOSITION (4)
<u>512-8</u>	<u>District Station Projects</u> Case file A-Z by project title, and year date.	31,40 49,58 67,76	Destroy 1 year after project completion.
<u>512-9</u>	<u>Graphic Arts Projects</u> Case file A-Z by project title, and year date.	93	Destroy after 3 years.
<u>512-10</u>	<u>Informational Services Projects</u> Case file A-Z by project title, and year date.	97	Destroy 1 year after project completion.
<u>512-11</u>	<u>Inspectional Services Projects</u> Case file A-Z by project title, and year date.	98	Destroy 2 years after project completion.
<u>512-12</u>	<u>Police Basic Training Projects</u> Required by Maryland Police Training Commission. Case file A-Z by project title, and year date.	9,142	Destroy when no longer needed.
<u>512-13</u>	<u>Planning/Research Projects</u>	19,111	Destroy 2 years after last expenditure.
(1)	<u>Bi-County Funded Projects</u> Case file A-Z by project title, and fiscal year.	19,111	See Item 512-13.
(2)	<u>County-Funded Projects</u> Case file A-Z by project, and fiscal year.	19,111	See Item 512-13.
(3)	<u>Federally-Funded Projects</u>	19,111	See Item 512-13.
May 1990			

ITEM NO. (1)	TYPE OF RECORD (2)	UNIT NO. (3)	DISPOSITION (4)
(4)	<u>NACO Projects</u> Case file A-Z by project title, and year date.	111	Destroy after 2 years.
(5)	<u>Police Accreditation Projects</u> Unit 111: Case file by consecutive standard number. Other units: Case file by subject, and standard number as needed.	12,22 23,97 99,111 138 141 142	Unit 111: Destroy when updated or obsolete. Other units: Destroy 1 year after agency accreditation.
(6)	<u>State-Funded Projects</u> Case file A-Z by project title, and fiscal year.	19,111	Destroy 3 years after last expenditure.
(8)	<u>Zoning Projects (CDZ)</u> Includes private real estate development projects with public safety manpower impact records.	111	Destroy 1 year after project completion. Purge file for duplicate materials.
(8)	<u>Other Projects</u> Includes other projects not described in planning project categories. Case file A-Z by project title, and year date.	Applicable Unit(s)	Destroy when no longer needed.
<u>512-14</u>	<u>Records Management Projects</u> Case file A-Z by project title, and year date.	120	Destroy 1 year after project completion.
<u>512-15</u>	<u>Special Operations Projects</u> Includes protective services projects for special events. Case file A-Z by project title, and year date.	131	Destroy 1 year after project completion.
			May 1990

ITEM NO. (1)	TYPE OF RECORD (2)	UNIT NO. (3)	DISPOSITION (4)
<u>512-16</u>	<u>Special Projects</u> Includes special/non-recurring project related records. Case file A-Z by project title, event, and year date.	23,131	Destroy 1 year after project completion.
<u>512-17</u>	<u>Other Projects</u> Includes projects not described in other project categories. Case file A-Z by project title, event, and year date.	Appli- cable Unit(s)	Destroy 1 year after project completion.

May 1990

ITEM NO. (1)	TYPE OF RECORD (2)	UNIT NO. (3)	DISPOSITION (4)
<u>513</u>	<u>PROPERTY RECORDS</u> Includes property inventory, fuel, delivery, equipment, weapons, maintenance, metals, disposals, narcotics, vehicles, and other personal property in police custody.		
<u>513-1</u>	<u>Badge Records</u> Includes badge records for promotions, retirements, resignations, and purchases.	133	See Item 513-1 (1)(2).
(1)	<u>Badge Purchases</u>	133	Destroy after 2 years.
(2)	<u>Badge Separations</u>	133	Destroy 1 year after employee promotion or separation.
<u>513-2</u>	<u>Clothing Allowance Records</u> Includes clothing allowance records for crossing guards, police officers, public service aides, and evidence technicians. Unit 92: File by fiscal year.	92,133	Unit 92: Destroy after 2 years. Unit 133: Destroy when updated or obsolete.
(1)	<u>Crossing Guards</u>		
(2)	<u>Evidence Technicians</u>		
(3)	<u>Police Officers</u>		
(4)	<u>Public Service Aides</u>		
<u>513-3</u>	<u>Daily Fuel Records</u> Includes motor vehicle fuel consumption records. File by year date.	133	Destroy after 1 year.

May 1990

ITEM NO. (1)	TYPE OF RECORD (2)	UNIT NO. (3)	DISPOSITION (4)
<u>513-4</u>	<u>Delivery/Receipt Records</u> Includes delivery records for supplies/equipment purchases from outside vendors. File by year date.	133	Destroy after 2 years.
<u>513-5</u>	<u>Equipment Allowance Records</u> Includes equipment allowance records for law enforcement operations. Unit 92: File by type of equipment issued, and year date. Unit 133: File A-Z by employee name, and identification number.	92,133	Unit 92: Destroy after 2 years. Unit 133: Destroy when updated or obsolete.
<u>513-6</u>	<u>Equipment Custody Records</u> Includes state-funded equipment purchase receipts. Attach/staple to applicable physical inventory records. See Item 513-10.	133	See Item 513-10.
<u>513-7</u>	<u>Firearms Tracing Records</u> Includes lost/stolen firearms traced with ATF registration for ownership information. Attach/staple to applicable weapons case file. See Item 513-10 (6).	115	See Item 513-10(6).
<u>513-8</u>	<u>Lost/Missing Property Reports</u> Includes missing/lost property records. File by year date.	31,40 49,58 67,76 92,133	Destroy after 1 year.
<u>513-9</u>	<u>Maintenance Records</u> Includes weapons, office, vehicle, property, ground, space, and facility maintenance/repair records.		

May 1990

ITEM NO. (1)	TYPE OF RECORD (2)	UNIT NO. (3)	DISPOSITION (4)
(1)	<u>Buildings/Grounds</u> File by year date.	31,40 49,58 67,76 120	Destroy after 1 year.
(2)	<u>Property</u> Includes estimates/other related property damage records. File by year date.	7	Destroy after 1 year.
(3)	<u>Vehicles (Private)</u> Includes inspection/damage/safety records for privately owned 4-wheel vehicles. Case file A-Z by driver, and year date.	31,40 49,58 67,76 Other Unit(s)	Destroy after 1 year.
(4)	<u>Vehicles (Public)</u> Includes inspection/damage/safety records for county owned vehicles. Case file A-Z by driver, and year date.	7,22 26,31 40,49 58,67 76,95 97,120 107, 131 105	Destroy after 1 year.
(5)	<u>Weapons</u> Includes handguns, shotguns, and tear gas equipment safety-inspection records. Case file A-Z by type of weapon, serial number, and year date.		Unit 2: Destroy after weapon dis- posal. Other units: Destroy after 3 years.
<u>513-10</u>	<u>Physical Inventory Records</u> Includes acquisition records for inventoried personal property. <u>SPECIAL INSTRUCTIONS:</u> . Keep in 3-ring binders. . Keep by type of property.	AU	Destroy when superseded or updated.

May 1990

ITEM NO. (1)	TYPE OF RECORD (2)	UNIT NO. (3)	DISPOSITION (4)
	<p>Follow guidelines contained in the <u>Fixed Assets Procedures Manuel.</u></p>		
(1)	<p><u>Court Property Records</u></p> <p>Includes property used for prosecution.</p> <p>Keep in 3-ring binder, and year date.</p>	115	Destroy after approval by State's Attorney's Office.
(2)	<p><u>Fixed Assets Records</u></p> <p>Conform to unit filing practice.</p>	AU	Detroy when superseded or updated.
(3)	<p><u>Fleet Records</u></p> <p>Includes master cards for new, issued, re-issued, and dismantled police vehicles.</p> <p>Case file by vehicle number. Arrange by new, to be issued, issued, re-issued, and dismantled vehicles.</p>	7	Destroy 1 year after vehicle disposal.
(4)	<p><u>Narcotics Records</u></p> <p>Includes confiscated narcotic records.</p> <p>Case file by year date.</p>	31,40 49,58 67,76 105	Destroy 1 year after narcotics disposal.
(5)	<p><u>Vehicle Records</u></p> <p>Includes abandoned/impounded vehicles.</p> <p>File by lot number, and year date.</p>	143	Destroy after 3 years.
(6)	<p><u>Weapons Records</u></p> <p>Includes handguns, shotguns, rifles, and pistols, amunitions, night sticks, gas masks, and other related weapons, including lost/stolen weapons.</p> <p>File by serial number, and type of weapon as needed.</p>	4	Destroy when superseded or updated.

May 1990

ITEM NO. (1)	TYPE OF RECORD (2)	UNIT NO. (3)	DISPOSITION (4)
<u>513-11</u>	<p><u>Precious Metals/Pawn Records</u></p> <p>Includes seller/buyer records for personal property sold/loaned to licensed dealers.</p> <p>File A-Z by dealer code, month, and year date.</p>	<p>26,29 31,40 49,58 67,76 120</p>	<p>Unit 29: Destroy after 3 years. Other units: Destroy after 1 year.</p>
<u>513-12</u>	<p><u>Prisoner Property Records</u></p> <p>File A-Z by name, CCN, and year date.</p>	<p>31,40 49,58 67,76 26</p>	<p>Destroy after 90 days.</p>
<u>513-13</u>	<p><u>Property Claim Records</u></p> <p>Includes claim letters for property released to owners.</p> <p>Attach/staple to applicable property records. See Item 513-17.</p>	<p>115</p>	<p>See Item 513-17.</p>
<u>513-14</u>	<p><u>Property Disposal Records</u></p> <p>Includes records for personal property disposal operations.</p>		
(1)	<p><u>Abandoned Vehicle Disposals</u></p> <p>Includes applications for abandoned vehicle disposal records.</p> <p>File by CCN.</p>	<p>143</p>	<p>Destroy after 3 years.</p>
(2)	<p><u>Alcoholic Beverages Disposals</u></p> <p>File by year date.</p>	<p>115</p>	<p>Destroy after 2 years.</p>
(3)	<p><u>Handgun Disposals</u></p> <p>Includes handguns sold, traded, and converted records. See Item 513-14(10)</p> <p>File by year date.</p>	<p>4,115</p>	<p>Destroy after 2 years. Notify MSP after handgun disposal.</p>
			<p>May 1990</p>

ITEM NO. (1)	TYPE OF RECORD (2)	UNIT NO. (3)	DISPOSITION (4)
(4)	<u>Lost Property Disposals</u> Includes lost/abandoned property disposal records. File by year date.	115	Retain for 2 years, and until audited, then destroy.
(5)	<u>Narcotics Disposals</u> Includes confiscated drugs/paraphernalia destruction records. File by year date.	115	Destroy 3 years after court disposition. Notify applicable officer/prosecutor.
(6)	<u>Police Records Disposals</u> Includes disposal certificates, retention schedules, and records transfer records. File by year date.	AU	Destroy after 3 years.
(7)	<u>Property Disposals</u> Includes inventoried property disposals. File by year date.	AU	Destroy after 2 years.
(8)	<u>Surplus Property</u> Includes stolen property sold in public auctions. Unit 115: File by lot number, and year date. Other units: File by year date.	115,14	Unit 115: Destroy after 2 years. Other units: Destroy after 1 year.
(9)	<u>Vehicle Disposals</u> Includes vehicle disposal records. Case file by vehicle number, and year date.	7	Retain until audited, then destroy after 30 days.

May 1990

ITEM NO. (1)	TYPE OF RECORD (2)	UNIT NO. (3)	DISPOSITION (4)
(10)	<u>Weapons Disposals</u> Includes non-serviceable/dismantled weapons/firearms melt-down records. File by year date.	4,115	Destroy 3 years after court disposition. Notify applicable officer/prosecutor.
<u>513-15</u>	<u>Property Notifications</u> Merge with applicable property records with same CCN. See Item 513-17.	115	See Item 513-17.
<u>513-16</u>	<u>Property Pick-Up Records</u> Includes pick-up confiscated property held in courts for trials. File by year date.	115	Destroy after 3 years.
<u>513-17</u>	<u>Property Records</u> Includes found/stolen/held/confiscated property records <u>stored in Police Property Section.</u> <u>SPECIAL INSTRUCTIONS (115):</u> <ul style="list-style-type: none"> • Shelve, tag, and store in secure area. • Arrange property by type. • Code property for storage location. • Place jewelry, narcotics, currency, and other sensitive records in lock-seal envelope(s), and keep in safe vault(s). 	88,115	Destroy after property disposal. Send white copy to Police Records Center.
(1)	<u>Canary Copies</u> Keep apart from incident reports. File by CCN.	120	Destroy after 3 years.

May 1990

ITEM NO. (1)	TYPE OF RECORD (2)	UNIT NO. (3)	DISPOSITION (4)
(2)	<u>Goldenrod Copies</u> File by CCN, and year date.	31,40 49,58 67,76 107 105 131 124	Destroy after 1 year.
(3)	<u>Pink Copies</u> File by CCN, and year date.	31,40 49,58 67,76 131 105	Destroy after 1 year.
(4)	<u>White Copies</u> Unit 120: Attach/staple to applicable incident report with same CCN. See Item 510-18. Unit 109: Conform to present filing practice.	115 120 109	See Item 510-18. Unit 115: Send to Police Records Center after prop- erty disposal.
<u>513-18</u>	<u>Property Receipt Records</u> Includes evidentiary/confiscated property transfers for court trials. Attach/staple to applicable inven- tory record with same CCN. See Item 513-17.	115	See Item 510-17.
<u>513-19</u>	<u>Property Release Records</u> Includes property release records for stolen, found, and held personal property.		
(1)	<u>Blue Copies</u> Conform to unit filing practice.	31,40 49,58 67,76 115	Merge with applicable property record with same CCN.
(2)	<u>Court Releases</u> Attach to applicable property inven- tory. See Item 513-17.	31,40 49,58 67,76 115	Send to Police Records Center after court dis- position. May 1990

ITEM NO. (1)	TYPE OF RECORD (2)	UNIT NO. (3)	DISPOSITION (4)
(3)	<u>White Copies</u> Unit 120: Attach/staple to applicable incident records. See Item 510-18.	31,40 49,58 67,76 115 120	Unit 115: Send to Police Records Center after property dis- posal.
(4)	<u>Yellow Copies</u> Merge with applicable property records with same CCN. See Item 513-17.	31,40 49,58 67,76 120 131	Destroy after 1 year.
<u>513-20</u>	<u>Traffic Equipment Records</u> Includes traffic enforcement/measurement equipment/devices, maintenance, inspection, certification, and calibration records.		
(1)	<u>Breathalyzer Equipment Records</u> Case file by equipment serial number.	16,31 40,49 58,67 76	Destroy after equipment dis- posal. Send field inspec- tion to State Toxicologist's Office.
(2)	<u>RADAR/VASCAR Equipment Records</u> Case file by equipment number.	31,40 49,58 67,76	Destroy after equipment disposal.
(3)	<u>Speedometer Equipment Records</u> Case file by vehicle number, and year date.	31,40 49,58 67,76 131.	Destroy after 1 year.
(4)	<u>Other Traffic Devices Records</u> Includes maintenance, operation, and certification records for other speed-measuring devices.	31,40 49,58 67,76	Destroy after equipment disposal.
<u>513-21</u>	<u>Vehicle Audit Records</u> Includes vehicle audit records for impounded/abandoned motor vehicles.	143	Destroy after 3 years.

May 1990

ITEM NO. (1)	TYPE OF RECORD (2)	UNIT NO. (3)	DISPOSITION (4)
(1)	<u>Auction Sales Receipts</u> Includes auction sales receipts for impounded/abandoned motor vehicles.	143	See Item 513-21.
(2)	<u>Crane Request Forms</u> Includes special forms for impounded/abandoned/damaged vehicles towed by authorized private companies. File by year date.	143	See Item 513-21.
(3)	<u>Lot Log Sheets</u> Includes impound lot sheets for abandoned/impounded motor vehicles. File by year date.	143	See Item 513-21.
(4)	<u>Motor Vehicle Auctions</u> Includes public advertisements/notices for abandoned/impounded vehicles for public sales/auctions.		See Item 513-21.
(5)	<u>Notifications</u> Includes certified notifications/letters for impounded/abandoned vehicles stored in private/police facilities. District Stations: File by CCN. Vehicle Audit: File by lot number order, and year date.	31,40 49,58 67,76 143	See Item 513-21.
(6)	<u>Private Vehicle Impounds</u> Includes notifications issued to vehicle owners by private towing companies.	143	See Item 513-21.

ITEM NO. (1)	TYPE OF RECORD (2)	UNIT NO. (3)	DISPOSITION (4)
(7)	<u>Teletype Impounds</u> Includes teletype forms for impounded/ towed vehicles. File by lot number order, and year date.	143	See Item 513-21.
(8)	<u>Unclaimed Notifications</u> Includes unclaimed notification notices for impounded motor vehicles.	143	See Item 513-21.
(9)	<u>Vehicle Impound Receipts</u> Includes receipts for impounded vehicles storage/towing fees.	143	See Item 513-21.
<u>513-22</u>	<u>Vehicle Impound Records</u> Includes police records for vehicles impounded for drugs and evidence.	7	Destroy after vehicle disposal.
<u>513-23</u>	<u>Other Records</u> Includes other records not listed in above file categories. Conform to unit filing practice.	Appli- cable Unit(s)	Destroy when no longer needed.

May 1990

ITEM NO. (1)	TYPE OF RECORD (2)	UNIT NO. (3)	DISPOSITION (4)
<u>514</u>	<u>REPORTS/STATISTICS</u> Includes management, narrative, administrative, statistical, informational reports, summaries for decision makers.		
<u>514-1</u>	<u>Annual Reports</u> File A-Z by report title, and year date.	10,12 14,19 22,23 92,97 98,104 111 116 120 138 142	Unit 19: Retain permanently. Other units: Destroy after 5 years.
<u>514-2</u>	<u>Calls for Service Reports</u> Includes narrative/statistical summaries for District Station service calls. File by year date.	31,40 49,58 67,76	Destroy when no longer needed.
<u>514-3</u>	<u>Crime Analysis Reports</u> Includes crime analysis reports for crime trends/projections. File A-Z by report title, and year date.	6,10 12,16 23,26 31,40 49,58 67,76 132,97 100 113 105 131 142	Destroy when superseded or obsolete.
<u>514-4</u>	<u>Daily Reports</u> File A-Z by report title, and year date.	31,40 49,58 67,76 94,95 101 115 120 137 140	Destroy after completion of monthly report.

May 1990

ITEM NO. (1)	TYPE OF RECORD (2)	UNIT NO. (3)	DISPOSITION (4)
<u>514-5</u>	<u>MAARS Reports</u> Includes traffic related statistical reports for highway safety operations. File A-Z by report title, and year date.	31,40 49,58 67,76 94,142	Destroy when superseded or obsolete.
<u>514-6</u>	<u>Monthly Reports</u> File A-Z by report title, month, and year date.	6,7 16,26 31,40 49,58 67,76 88,97 100,19 120 121 107 131 133 143 92,124 Other units	Destroy after completion of annual report.
<u>514-7</u>	<u>Personal Car Reports</u> Includes officer off-duty activities for personal vehicles. Conform to unit filing practice.	Other unit(s): 29	Destroy after data entry.
<u>514-8</u>	<u>Precious Metals Reports</u> Includes daily, monthly, and annual precious metals/pawn investigation reports. Conform to unit filing practice.	31,40 49,58 67,76 Other unit(s)	Destroy when superseded or obsolete.
(1)	<u>Anne Arundel County Dealers</u>		
(2)	<u>D.C. Dealers</u>		
(3)	<u>Fairfax County Dealers</u>		
(4)	<u>Montgomery County Dealers</u>		
(5)	<u>Prince George's County Dealers</u>		

May 1990

ITEM NO. (1)	TYPE OF RECORD (2)	UNIT NO. (3)	DISPOSITION (4)
<u>514-9</u>	<u>Quarterly Reports</u> File A-Z by report title, and year date.	10,12 14 Other unit(s)	Destroy after 1 year.
<u>514-10</u>	<u>Service Indicator Reports</u> Includes calls for services for budget preparation. Unit 111: File A-Z by unit, and year date. Other units: File by year date.	8,22 23,26 31,40 49,58 67,76 96,97 111,19 115 120 107 131 143 124	Unit 96: Destroy after 5 years. Units: Destroy after 3 years.
<u>514-11</u>	<u>Situation Reports</u> Includes reports/statistics created for specific/non-recurrent events/activities. File A-Z by report title, and year date.	16,31 40,49 58,67 76,96 99,120	Source units: Destroy when no longer needed.
<u>514-12</u>	<u>Staff Inspections Reports</u> File A-Z by report title, and year date.	31,40 49,58 67,76 19,120	Destroy after 3 years.
<u>514-13</u>	<u>UCR Reports</u> Includes incident/offense reports classified/collected for uniform crime reporting operations. File by month, and year date.	29,31 40,49 58,67 76,19 113	Unit 29: Destroy after 3 years. Other units: Destroy after 1 year.
<u>514-14</u>	<u>UCR Special Reports</u> Includes homicide, arson, assault, spousal abuse, manslaughter, and other UCR reports. File A-Z by report title, and year date.	22,29 19	Destroy after 2 years.

May 1990

ITEM NO. (1)	TYPE OF RECORD (2)	UNIT NO. (3)	DISPOSITION (4)
<u>514-15</u>	<u>Weekly Reports</u> File A-Z by report title, week, and year date.	20,89 10,12 14,22 23,26 31,40 49,58 67,76 132,92 97,100 103 104 19,113 131 138 142 Other unit(s)	Destroy after 30 days.
<u>514-16</u>	<u>Other Records</u> Includes other records not listed in above file categories. Conform to unit filing practice.	Applicable Unit(s)	Destroy when no longer needed.

May 1990

ITEM NO. (1)	TYPE OF RECORD (2)	UNIT NO. (3)	DISPOSITION (4)
<u>515</u>	<u>OTHER POLICE RECORDS</u> Includes court evidence, toxic substance, insurance, latent, micrographic, photographic, psychological, and other police related records for law enforcement operations.		
<u>515-1</u>	<u>Court Records</u> Includes court initiated records for civil/criminal proceedings/depositions, and state, and federal rulings.		
(1)	<u>Civil/Criminal Logs</u> Includes court initiated logs for documents associated with civil/criminal processes. File by year date.	22,31 40,49 58,67 76,120 131	Destroy after 1 year.
(2)	<u>Civil Subpoenas</u> Includes state/federal subpoenas. File by year date.	22,31 40,49 58,67 76,103 19,120 131	Destroy after 1 year.
(3)	<u>Court Decisions</u> Includes state, and federal court decisions, and rulings.	22,31 24,49 58,67 76,19 120	Destroy when no longer needed.
	<u>SPECIAL INSTRUCTIONS:</u> . Keep by issuing court: Maryland Circuit Court, Court of Appeals, District Court, U.S. District Court, Supreme Court, etc. File A-Z by case title, and year date.		Destroy when no longer needed.
			May 1990

ITEM NO. (1)	TYPE OF RECORD (2)	UNIT NO. (3)	DISPOSITION (4)
(4)	<u>Court Orders</u> Unit 120: File by year date. Other units: File A-Z by recipient, and year date.	22,31 40,49 58,67 76,101 103,19 120 131	Destroy after 1 year.
(5)	<u>Criminal Subpoenas</u> Includes state/federal subpoenas. File A-Z by year date.	22,31 40,49 58,67 76,103 19,120 131	Destroy after 1 year.
(6)	<u>Grand Jury Indictments</u> Case file A-Z by defendant, and year date.	22,19	Destroy 3 years after indictment.
(7)	<u>Summons</u> Includes summons for civil/criminal depositions. File by year date.	22,31 40,49, 58,67 76,103 19,120	Destroy after 1 year.
(8)	<u>Warrants</u> Includes arrest warrants served by Sheriff's Department. File A-Z by defendant, and year date.	22,31 40,49 58,67 76	Destroy after 1 year.
(9)	<u>Warrant Authorizations</u> Includes court authorized warrants for accused/wanted persons. File by month, and year date.	22,31 40,49 58,67 76,107	Destroy after 1 year.
(10)	<u>Other Court Records</u> Includes other court related records.		Destroy when no longer needed.

May 1990

ITEM NO. (1)	TYPE OF RECORD (2)	UNIT NO. (3)	DISPOSITION (4)
<u>515-2</u>	<u>Evidence Records</u> Includes physical evidence, shoe prints, latent fingerprints, palm prints, pathological/toxicological/biological reports, photographic negatives, and other crime/incident records used in criminal investigations.		
(1)	<u>Accident Photographs</u> Holding units: Merge with applicable case file, or keep in special envelopes by CCN.	31,40 49,58 67,76 110 131	Holding units: Destroy when no longer needed.
(2)	<u>Accident Scene Negatives</u> See Item 510-28 (1).	110 120	Destroy after 5 years.
(3)	<u>Audio/Visual Records</u> Includes evidentiary information in videographs, computergraphs, and other recording media.	26,131	Destroy 3 years after court disposition.
(4)	<u>Blood Specimen Records</u> Includes blood analysis records for drunk drivers. File by year date.	92,142	Unit 92: Destroy after 2 years. Other units: Destroy after 1 year.
(5)	<u>Crime/Incident Scene Negatives</u> Unit 88: File by CCN. Other units: Include in the applicable criminal investigation case (510-6).	26,88 107	Unit 26: Destroy after 5 years. Unit 88: Destroy after 3 years. Other units: See Item 510-6.
(6)	<u>Crime Scene Processing Reports</u> Unit 120: Attach/staple to applicable incident report. See Item 510-17.	31,40 49,58 67,76 120	Source Units: Send originals to Police Records Center.

May 1990

ITEM NO. (1)	TYPE OF RECORD (2)	UNIT NO. (3)	DISPOSITION (4)
	<u>Crime Scene Processing Reports</u> Other units: Include in the applicable criminal investigation case. See Item 510-6, or file by CCN as applicable.		Source units: Destroy after 1 year. Unit 120: See Item 510-7.
(7)	<u>Laboratory Analysis Reports</u> Includes crime scene analysis reports. Unit 120: Attach/staple to applicable incident report. See Item 510-17. Other units: Include in the applicable case. See Item 510-6.	26,120 107	Source units: Send copies to Police Records Center. See Item 510-6.
(8)	<u>Laboratory Examination Requests</u> Includes crime scene lab examination requests. Unit 120: Attach/staple to applicable incident report. See Item 510-17.	26,120 107	Source units: Send copies to Police Records Center.
(9)	<u>Latent Fingerprint Examinations</u> Unit 118: File by CCN, and year date. Unit 120: Attach/staple to applicable incident report. See Item 510-17. Other units: Include in the applicable criminal investigation case. See Item 510-6.	26,31 40,49 58,67 76,118 120 107	Unit 118: Send originals to Police Records. Destroy duplicates after 1 year.
(10)	<u>Narcotics Records</u> Includes controlled dangerous substances samples for drug examinations/analyses. <u>SPECIAL INSTRUCTIONS:</u> . Keep drug samples in lock-seal envelopes.	86,88 115	Misdemeanor cases: Destroy 3 years after case closure. Felony cases: Destroy 10 years after case closure.

May 1990

ITEM NO. (1)	TYPE OF RECORD (2)	UNIT NO. (3)	DISPOSITION (4)
	<ul style="list-style-type: none"> Include lab reports in the applicable criminal investigation case (See Item 510-6). Keep State Police lab reports apart from County Police Records as needed. 		Unit 88: Destroy 3 years after case closure.
(11)	<p><u>Photographic Prints</u></p> <p>Unit 88: Case file by CCN.</p> <p>Other units: Include in the applicable criminal investigation case. See Item 510-6.</p>	26,88 131	Unit 88: Destroy after 5 years.
515-3	<p><u>Hazardous Substance Records</u></p> <p>Includes records/lists for toxic/hazardous chemicals used/stored in work sites.</p> <p><u>TOXIC SUBSTANCE DESIGNEES:</u></p> <ul style="list-style-type: none"> Train, and inform employees for hazardous chemicals in the work space. Maintain material safety data for employee health care. Share information with health care professionals. Compile chemical information lists. Update chemical lists within 30 days. Submit chemical lists to Maryland Department of Health/Mental Hygiene. Limit access to emergency service personnel. 	4,6 26,31 40,49 58,67 76,88 110 115 107	<p>Destroy after 40 years.</p> <p>May 1990</p>

ITEM NO. (1)	TYPE OF RECORD (2)	UNIT NO. (3)	DISPOSITION (4)
(8)	<u>Personnel Records</u> See Item 509-17.	109	Destroy after 75 years.
(9)	<u>Precious Metals</u> See Item 503-7.	120	Destroy after 5 years.
(10)	<u>Vice/Narcotics Records</u> Includes open felony cases: arson, bribery, narcotics, obscene materials/calls, pornography, pandering, and other violations. See Item 510-6.	105 132	Microfilm hardcopy. Destroy hard- copy after film inspec- tion. Destroy film cart- ridge after 25 years.
<u>515-7</u>	<u>Photo/Negative Records</u> Includes color/black/white/photo- graphs/negatives for suspects, accused, special events, and other occasions. <u>SPECIAL INSTRUCTIONS:</u> <ul style="list-style-type: none"> • Store negatives (crime/incident/ accident/special event) in Photo Lab Unit (Official Films Repository). • Limit access to authorized personnel. • Keep juvenile photos/negatives apart from adult negatives/ photos. • Keep line-up photos by race, sex, age, hair, and other special features as needed. 		
(1)	<u>Accident Negatives</u> See Item 510-28(1).	110 120	Destroy after 5 years.

May 1990

ITEM NO. (1)	TYPE OF RECORD (2)	UNIT NO. (3)	DISPOSITION (4)
(2)	<u>Adult Negatives</u> Includes positives/negatives/photo information sheets. Keep in special envelopes by identification number.	110 120	Destroy after 10 years.
(3)	<u>Black/White Photos (Adult)</u>	6,18 26,31 40,49 58,67 76,94 95,101 124 126 131 105	Destroy when updated or obsolete.
(4)	<u>Black/White Photos (Juvenile)</u>	6,18 26,31 40,49 58,67 94,95 101 124 107 131 105	Destroy when updated or obsolete.
(5)	<u>Color Photos (Adult)</u>	6,18 26,31 40,49 58,67 76,94 95,124	Destroy when updated or obsolete.
(6)	<u>Color Photos (Juvenile)</u>	6,18 26,31 40,49 58,67 76,95 101 124 126 105 107 131	Destroy when updated or obsolete.

May 1990

ITEM NO. (1)	TYPE OF RECORD (2)	UNIT NO. (3)	DISPOSITION (4)
(7)	<u>Crime Scene Negatives</u> Keep in special envelopes by CCN.	88,110 120	Destroy after 25 years.
(8)	<u>Incident Scene Negatives</u> Keep in special envelopes by CCN.	110 112	Destroy after 25 years.
(9)	<u>Juvenile Negatives</u> Includes positives/negatives/photo information sheets. Keep in special envelope by identi- fication number.	110 120	Destroy when offender becomes 21 years old.
(10)	<u>Photo Information Sheets</u> Include in the applicable adult and/ or juvenile negative envelopes. See Items 515-7(1), and 515-7(9).	110 120	See Items 515-7(1), and 515-7(9).
(11)	<u>Special Event Negatives</u> Includes negatives/positives for special events, persons, and other occasions.	110 120	Retain for Police Archives.
515-8	<u>Psychological Records</u> Includes client, communicable disease, referral, exit interview records.		
(1)	<u>Communicable Disease Records</u> Case file by assigned number(s).	116	Destroy 3 years after employee separation.
(2)	<u>Clinical Records</u> Case file by assigned number(s).	116	Destroy 3 years after employee separation.
(3)	<u>Exit Interview Records</u> Case file by assigned number, year, and date.	116	Destroy 1 year after employee separation.
			May 1990

ITEM NO. (1)	TYPE OF RECORD (2)	UNIT NO. (3)	DISPOSITION (4)
(4)	<u>Referral Records</u> Case file by assigned number, and year date.	116	Destroy 3 years after employee separation.
<u>515-9</u>	<u>Security Records</u> Includes security/pass records for police/non-police personnel in police facilities. File by year date.	31,40 49,58 67,76	Destroy when no longer needed.
<u>515-10</u>	<u>Teletype Records</u> Includes MILES telecommunications messages/other related NCIC transactions. Store in envelopes. File by CCN, and year date.	120 139	Unit 120: Microfilm hardcopy Destroy after inspection. Destroy film cartridge after 25 years. Unit 139: See Item 502-11.
<u>515-11</u>	<u>Other Records</u> Includes other police related records not listed in above file categories. Conform to unit filing practice.	Applicable Unit(s)	Destroy when no longer needed.

May 1990